GEORGE BROWN

THE CITY COLLEGE

FULL-TIME PROGRAMS 1992—93

TELEPHONE DIRECTORY

For departments not listed below, please call (416) 867-2000.

■ Admissions Offices

Casa Loma Campus	944-4315
St. James Campus	867-2460
Kensington Campus	867-2445
Nightingale Campus (call Casa Loma)	944-4315

■ Academic Upgrading

Academic Skills Development Department	944-4605

■ Career Development Centre

Career planning services	867-2207

■ Counselling Centres

Casa Loma Campus	944-4583
St. James Campus	867-2104
Kensington Campus	867-2374
Nightingale Campus	867-2354

■ Financial Assistance Office

For information on student loans, scholarships and bursaries	867-2476

■ Information Services

For inquiries about full- or part-time programs	867-2464
	Toll-free: 1-800-263-8995

■ Liaison Office

For campus tours and presentations	867-2062

■ Services for Deaf and Hard-of-Hearing Students 864-0535 TTY
867-2180 Voice

■ Services for Students with Special Needs 867-2622

Our cover photo features George Brown students Raymond Chui and Hannah Springer, near Toronto's old and new city halls.

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George Brown
The City College

P.O. BOX 1015,
STATION B, TORONTO,
ONTARIO M5T 2T9

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SUCCESS STARTS AT GEORGE BROWN

Success starts when people look ahead to their future and set some specific goals.

For more than 20 years, George Brown College – designated the official college for Toronto by the Government of Ontario – has offered programs that have helped people achieve their goal of a new or enhanced career.

Our programs are carefully designed to meet the needs of both our students and the people who will employ them after graduation. Course projects and case studies reflect the demands of the workplace and prepare students for a smooth transition to professional life.

George Brown College students enjoy educational advantages that are unparalleled in Canada. These include unique program content, top-flight faculty, and (in many programs) work experience with some of Canada's top businesses and institutions.

Our location in the heart of Canada's most exciting city means that learning doesn't stop when students step out of our buildings. All around them is a wealth of cultural, social, and recreational opportunities.

George Brown College offers people from all backgrounds and all ages a rich and unique learning experience. For tens of thousands of people, success has started here.

What's in a name?

George Brown College is named after one of Toronto's most famous citizens of the 19th century. George Brown (1819-1880) was a politician, Father of Confederation and founder of the **Globe** *newspaper – forerunner of today's* **Globe and Mail.**

OUR BOARD OF GOVERNORS

At George Brown, our aim is to provide employers and students with effective programs, courses and services. All activities of the College are guided by a Board of Governors made up of both community and internal representatives.

The Board's 1991 members are:

LINDA GELUCH *(Chairperson)*	Sales Representative, Remax/Renown Realty Ltd.
KENNETH GRAYDON *(First Vice-Chairperson)*	Executive Vice-President, Federation of Automobile Dealer Associations of Canada
DAVID PRATLEY *(Second Vice-Chairperson)*	President/Partner, Business Television Ltd.
MARILYNN AUSTEN	Program Advisor, Ontario Ministry of Community and Social Services
GERALYN CHRISTMAS	Vice-President, Canada Law Book Inc.
DAVID COPSEY	Associate Director of Physical Resources, George Brown College
SONJA GUNDERSEN	Vice-President and General Counsel, Apple Canada Inc.
COSMO MANNELLA	Director of Apprenticeship, Training and Rehabilitation, United Brotherhood of Carpenters and Joiners of America
NEO McKEOWN	Director, Metro Toronto Board of Education
DINO NASSIVERA	Training Consultant, George Brown College
TANIA ONYSCHUK	Principal, Metro Separate School Board
HARRY ROSEN	President, Harry Rosen Inc.
EDWARD SMITH	Student, George Brown College
HERMAN STEWART	Conciliation Officer, Office of Mediation, Ontario Ministry of Labour
AMY THORNTON	Faculty Member, Services for the Deaf and Hard of Hearing, George Brown College
ALEX YEUNG	Manager, London Life Insurance
JOHN RANKIN *(Ex-Officio)*	President, George Brown College

TABLE OF CONTENTS

Admission Procedures ix
Tuition Fees xiii
Services for Students xviii
Career Development Centre xxi
Services for Deaf and Hard-of-Hearing Students xxii

ACADEMIC DIVISION 1

General Arts and Science 2
English as a Second Language 3

ACCESS PROGRAMS 5

Career Change 12
Career Counselling & Access 7
Career Development Centre 7
Formation de Base de L'Ontario 7
Futures 6
Introduction to College for Students with Learning Disabilities 6
Ontario Basic Skills 6
Seniors Access Institute 7
Women's Access to Apprenticeship 7

Programs for Deaf and Hard-of-Hearing Students
College Preparation 8
College Orientation 8

Community-Based Training 9

Academic Upgrading – Levels I, II, III 10
College Start (Level IV) 11
Pre-Business 11
College Vocational Program 13
Secretarial Training and Employment Program (S.T.E.P.) 14
Vocational Orientation 12

BUSINESS 15

Business Administration – Introduction 17
Accounting 19
Distribution Management 22
Business – General 23
Information Systems 24
Marketing 27

Computer Programmer 30
Court Reporting - Machine Shorthand 31
Health Records Administration 33

Health Records Technician 34
Human Resources Management 35
Insurance 36
International Trade 37
Investment Sales Assistant 38
Microcomputer Operator 39
Office Administration
Dental 40
Executive 41
Legal 42
Medical 43
Office Systems 44
Property Management 45
Retail Management 46
Small Business Management 47
Sports Marketing 49
Workers' Compensation Claims Management 50

■ COMMUNITY SERVICES 51

Activation Co-ordinator/Gerontology 52
Child and Youth Worker 53
Community Worker 55
Counsellor/Advocate for Assaulted Women and Children 57
Day Care Assistant 58
Early Childhood Education 59
Health Care Aide 61
Human Services Counsellor 62
Intervenor for Deaf/Blind Persons 64
Support Care 65

■ FASHION TECHNOLOGY 67

Apparel Pattern Drafting 68
Ceramics 69
Creative Fashion Design 70
Esthetician 72
Fashion Management 73
Furniture - Production and Design 75
- Upholstery 77
- Woodworking and Finishing 78
Gem Setting 79
Gemmology 80
Industrial Sewing Machine Technician 81
Jewellery Arts 82
Jewellery Repairs 84

■ GRAPHIC ARTS 85

Commercial Art 86
Electronic Desktop Composition 87
Graphic Design 88
Graphic Sign Design and Production 90
Offset Printing 91
Printing Technician 92
Printing Technology 93
Screen Process Printing 96
Signwriting 97

■ HEALTH SCIENCES 99

Chiropody 100
Dental Assistant 101
Dental Hygiene 102
Dental Hygiene – Expanded Duties 103
Dental Technology 104
Denture Therapy 105
Fitness and Lifestyle Management 106
Nursing
Diploma 108
Nursing Assistant 109
Refresher – Upgrading Nursing 110
Registered Nurse - Critical Care 111
- Operating Room 112
- Perinatal Intensive Care 113
Orthotic/Prosthetic Technician 114
Orthotics/Prosthetics - Clinical Methods 115
Pre-Health Science 116

■ HOSPITALITY 117

Baking Techniques 118
Bartending 119
Chef Training – Pre-Employment 120
Chinese Cooking - Basic and Advanced 121
Culinary Arts – Italian 122
Culinary Management 123
Food and Beverage Management 125
Food Preparation - Basic 127
- Advanced 128
Food Service and Bartending 129
Food Service Supervisor 130
Hotel Front Office and Reception 131
Hotel Management 132
Retail Meat Cutting 134

■ PERFORMING ARTS 135

Theatre Arts 136

■ TECHNOLOGY AND SCIENCE 137

Air Conditioning/Refrigeration Engineering Technician 139
Air Conditioning/Refrigeration Engineering Technology 140
Appliance Servicing 142
Architectural Technician 143
Architectural Technology 144
Automated Building Systems 146
Cable Distribution Systems 146
Carpenter 147
Civil Engineering Technician 148
Civil Engineering Technology 149
Construction Engineering Technician 151
Construction Engineering Technology 152
Digital Equipment and Microprocessor Circuits 154
Electrical Engineering Technician
Power and Industrial Electronic 155
Electrical Engineering Technology
Power and Industrial Electronic 156
Electronics - Audio Equipment and Systems 158
Electronics - Office Systems Servicing 159
Electronics Engineering Technician 160
Electronics Engineering Technology 161
Gas Fitter 162
Heating Technician 163
Industrial Maintenance Technician
Electro-Mechanical 164
Instrumentation Engineering Technician – Industrial 165
Instrumentation Engineering Technology – Industrial 166
Interfacing Microcomputer Peripherals 167
Machine Shop 168
Masonry 169
Mechanical Engineering Technician/Technology 170
Mechanical Engineering Technician
Drafting Design (CAD/CAM) 171
Mouldmaker 172
Product Design 173
Production (CAM) 174
Tool and Die Maker 175
Tool Design 176

Mechanical Engineering Technology
Design 177
Manufacturing 177
Piano Technician 178
Pre-Technology 179
Refrigeration and Air Conditioning 180
Residential Construction Management 181
Satellite Servicing 182
Stationary Engineering – 4th Class 183
Stationary Power Plant Engineering 184
Video Production and Editing 186
Video Systems and Service 187
Welding Fitter 188
Women Into Trades and Technology 189

■ APPRENTICESHIP 191

Apprenticeship Programs 193

■ MAP and CAMPUSES 198

ADMISSION PROCEDURES

What academic background do I need for college?

DIPLOMA PROGRAMS

The minimum requirement for admission to any two- or three-year diploma program is an Ontario Secondary School Diploma (OSSD) or an Ontario Secondary School Graduation Diploma (OSSGD) with credits at or above the general level.

Many programs also require standing in particular subject areas, or achievement of specific skills. Please refer to the individual program descriptions for details.

Applicants from other parts of North America must have an equivalent secondary school leaving certificate.

Applicants from outside North America must have academic preparation equivalent to the OSSD. International applicants who are uncertain about the acceptability of their education to George Brown College should send copies of academic documents to the Associate Registrar, Admissions for appraisal.

CERTIFICATE PROGRAMS

The minimum requirement for most certificate programs (usually one year or less) is:

- Ontario Grade 10, or
- North American equivalent, or
- Ontario Basic Training for Skills Development Level III, or
- Academic Upgrading III, or
- Ontario Certificate of Education.

Other certificate programs do not have formal academic prerequisites, but applicants must write an admission test in English, mathematics and sometimes sciences or other subjects at the junior high school level or below. Passing grades vary from program to program.

What if I don't have the minimum admission requirements?

If you will be 19 years of age or older on the start date of your program and do not meet admission requirements, you may apply as a mature student. You will be asked to complete an admissions test and/or attend an interview. Mature applicants are admitted to college programs if they appear to have the capacity, knowledge and maturity to succeed. If you are applying as a mature student, you must supply proof of age.

NOTE: International students are not eligible to apply as mature applicants.

If you need further academic preparation to meet the admission requirements for any program, please call the College's Academic Skills Development Department at 944-4605. Our career counsellors can advise you on preparing for college.

How do I apply?

Secondary School Students:

Your guidance office has information and application forms. Your application must be accompanied by ONE of the following documents:

a) an official transcript of all secondary school marks showing the necessary credits and grades for admission to your chosen program; or

b) a statement from the secondary school stating that you are expected to have the necessary credits and grades for admission to your chosen program. This statement must be substantiated by an official transcript of marks when it becomes available.

All others:

For information and application forms, write to Information Services, George Brown College, P.O. Box 1015, Station B, Toronto, Ontario, M5T 2T9, or call (416) 867-2464, or 1-800-263-8995.

Where do I send my application?

Send your completed application form and any supporting documents to: Office of the Registrar, George Brown College, P.O. Box 1015, Station B, Toronto, Ontario, M5T 2T9.

When should I apply?

For diploma programs starting in the fall: Apply as soon as possible after January 1. All applications postmarked by March 1 will be treated on an equal basis. Applications received after March 1 will be treated on a first-come, first-served basis. Acceptance letters will be issued starting April 15.

For programs starting in the winter: Apply as early as possible. Acceptance letters will be issued starting November 1.

For programs starting in the spring/summer: Apply as early as possible. Acceptance letters will be issued starting March 1.

How are applicants selected?

Colleges of Applied Arts and Technology do not admit students solely on the basis of grades, nor do they give students who have completed studies beyond Grade 12 preference over those with the minimum criteria.

For some programs, the number of applicants with minimum requirements for admission far exceeds the number of seats available. Therefore, to ensure that individuals have a high probability of success in the program and are likely to find employment in related careers, the College asks applicants to certain programs to take part in a selection process. This may involve an interview, various tests, a questionnaire, or demonstration of specific skills or talents. Grades in prerequisite subjects may also form part of this evaluation.

Selection procedures may be changed at any time to meet the needs of the College and the applicants. Applicants will receive information about the selection process after their applications have been acknowledged.

Priority of Admissions

Provincial government regulations require that applicants be admitted in the following order of preference:

1. Permanent residents of Ontario
2. Permanent residents of other Canadian provinces and territories
3. Students from other countries.

International Students

Applicants from foreign countries are eligible for most certificate and diploma programs at George Brown College, provided they can:

- demonstrate an academic standing equivalent to the Ontario Secondary School Diploma;
- establish proficiency in both spoken and written English through an acceptable Test of English as a Foreign Language (TOEFL) or Michigan Test score (if they are from a country whose first language is not English);
- fulfill any selective admission criteria for their chosen program; and
- obtain permission (student authorization) from the Canadian immigration authorities to remain in Canada for the length of the program.

International students in Toronto may complete English testing at the George Brown College Test Centre. Telephone: (416) 944-4565.

Academic transcripts may be faxed to the College Registrar at (416) 944-4438.

Articulation Agreements with Secondary Schools

Articulation is the process of linking secondary school courses with college courses to help students make a smooth transition to college – without experiencing delay or duplication of learning. George Brown College has signed articulation agreements with: **Toronto Board of Education, Metro Toronto Separate School Board,** and **York Board of Education**.

Students who have graduated from schools in these boards may obtain exemptions for a number of courses once they are accepted into a program at George Brown. For more information, call the college's articulation coordinator, 867-2220.

Advanced Standing/Exemptions

If you have completed credits at other post-secondary institutions and wish to have them considered for advanced standing (credit for an entire full-time semester or more) check the box 'transfer or advanced standing' on the college application form.

If you wish to apply for individual course exemptions based on previous course work, consult the chairperson of your program during your first week of classes.

Decisions on Admission

The College Registrar's Office is empowered to accept, defer or reject any candidate's application for admission to any program. The Registrar reserves the right to test any applicant, or to require validation or re-submission of their official documents, in the event of any uncertainty about their academic credentials or capabilities.

If applicants are denied admission, reasons will be provided and College staff are available to discuss these if requested. Applicants have the right to appeal any decision regarding an application for admission. Appeals will follow the normal levels of authority commencing with a review of the appeal by the Associate Registrar, Admissions, followed by the Board of Admissions which will be constituted by the Registrar when required. The Board will normally comprise members of the admissions staff, the academic department concerned and an objective third party. The decision of the Board will be final.

Fees (1991/92)

Most Diploma Programs:

Tuition	$800 per year (32 weeks) (Some tuition fees may differ depending on program length)
Student Activity Fee	$81 (collected on behalf of Student Councils)
Transcript/Graduation/Locker	$35
Total:	$916 per year

Fees may be paid in two installments, the first by July 15 and the second by the beginning of the second semester.

Certificate Programs: The fee is $22.35 per week, payable in 10-week or semester installments.

Most International Students: Students on Student Authorizations will pay $6,650 and must pay their fees for the entire academic year prior to the commencement of classes.

Seniors: Full-time program tuition fee is $50 per academic year. Material costs are extra.

Detailed information on fees, payment dates, refunds and registration is issued by the Registrar's Office with registration instructions.

In addition to the cost of books, supplies and other educational expenses (which vary according to program), some programs require extra expenses as high as several hundred dollars for uniforms, equipment and materials.

Students in programs that include a full semester of co-op work placement can expect to pay an additional co-op semester fee beyond the standard tuition fee for each academic semester of their program.

The fees quoted are for the 1991/92 academic year. Fees are subject to change without notice, with the approval of the Government of Ontario and/or the College Board of Governors.

Financial Assistance

Applicants to full-time programs who are Canadian citizens or permanent residents may be eligible for financial assistance through the Ontario Student Assistance Program (OSAP).

Information and application forms are available at all secondary schools and the Financial Aid Office of George Brown College. Telephone: (416) 867-2476.

Fee Refunds

a) For purposes of calculating tuition fee refunds, the effective date shall normally be the date the student submits in writing to the College a request to withdraw.

b) Canadian citizens and Permanent Residents who officially withdraw within ten class days from the beginning of a semester are entitled to receive a refund calculated as follows:
- full tuition fees for that semester less a $50.00 administrative service charge.
- all fees paid in advance for subsequent semesters.

c) International students who officially withdraw within ten class days from the beginning of a semester are entitled to receive a refund calculated as follows:
- full tuition fees for that semester less $416.00 (if enrolled on or after September 1, 1991 in a new program)
- fees paid in advance for subsequent semesters.

d) All students may obtain a refund during an additional five class days beyond the initial ten-day refund period if they are required to withdraw from the College as a result of a promotion meeting or at the request of their department.

e) The fixed fee is refundable only within the refund period of the first semester in which a student registers for each academic year. The fixed fee is defined as the Student Administrative Council fee and the transcript and graduation fee.

f) Refunds will be paid by cheque or credited to charge card accounts to the registered student, the agency or the company paying his/her fees but **not** to other individuals.

g) Students who receive a grant from the Ontario Student Assistance Program will have any fees refunded paid to the Treasurer of Ontario.

Full-time/Part-time Students

Some full-time programs are also offered on a part-time basis. If you are interested in part-time studies, contact the chairperson of the program for more information. Continuing education calendars are available by calling Information Services at 867-2464.

A full-time student is one who is enrolled in 70 per cent of the contact hours or two-thirds of the courses required for his/her program.

If full-time students are granted course exemptions, they may, with the permission of their program chairperson, substitute another course at no extra charge beyond the full-time fee. Full-time students with a full program load who wish to enrol in additional part-time courses must pay the required fee for each additional course.

Changes to Published Information

The program descriptions in this calendar are statements of intent on the part of the College which will be carried out as closely as circumstances permit. Policies and procedures were those in effect at the time of publication.

However, the College reserves the right to change, without notice, any published information which may subsequently require correction or amendment due to circumstances beyond its control.

The College also reserves the right to change or cancel a program or course when enrolment is insufficient or employment opportunities for graduates appear inadequate, and to withdraw offers of acceptance or refund any fees paid for such programs or courses. The College will not be held liable in any material way for difficulties created by any required changes in curricula.

Central Admissions Publication

The College maintains an up-to-date official central admissions publication in the offices of the President and the Registrar that fully describes in considerable detail the current admission requirements, admission and selection procedures and any special circumstances or criteria surrounding every program in the College. This document is available for public scrutiny in these offices at 500 MacPherson Avenue.

The College Environment

As part of its commitment to provide students with an equitable, fair, and safe educational environment, George Brown has established a number of policies and committees:

RACE AND ETHNIC RELATIONS POLICY

George Brown is one of the most multiracial, multicultural colleges in Canada, and we are proud of this diversity. We are committed to promoting racial, ethnocultural and religious equality among staff, students and the community, and to enabling members of the community to access and participate in all aspects of college life. Our comprehensive Race and Ethnic Relations policy articulates these commitments and identifies rights and responsibilities for all members of our community.

SPECIAL NEEDS POLICY

Students and staff with physical, sensory, learning or emotional disabilities may have special needs that must be met relative to their participation in the life of the college. George Brown has established a Special Needs Policy to ensure that all students and staff with special needs may participate fully and safely in the educational, social and cultural life of the college.

ADVISORY COMMITTEE FOR EQUITY (ACE)

Made up of staff and student volunteers (and an executive coordinator), ACE helps to advance education equity in the college for women, aboriginal people, people who are deaf or who have a disability, members of visible minorities, and francophones. ACE works to ensure that the college curriculum is free of stereotyping and sex bias, and that every individual has access to the full range of college programs and related occupations.

In addition, George Brown has adopted a policy and established procedures to ensure staff and students are free from sexual harassment.

SMOKING POLICY

George Brown College believes that students and staff have the right to learn and work in a smoke-free environment. Smoking is not permitted in College buildings.

ENVIRONMENT COMMITTEES

Recognizing the need to make all of our campuses environment friendly, the college is working to implement programs that reflect today's principles: reduce, reuse, recycle. For example, recycling containers for glass and cans have been placed around the college; many college offices are now recycling waste paper; and cafeterias are using bulk dispensers, rather than individual packages, wherever possible. Behind the scenes, environment committees are working at each campus to develop more strategies to protect the environment.

SERVICES FOR STUDENTS

Athletics

When class is out you can keep in shape at our three campus gyms, with activities ranging from aerobics to weight training to tai chi to tennis. Or, you can be a part of the many intramural teams, such as badminton, basketball, squash, football, volleyball, soccer, tennis, softball, and table tennis.

George Brown also boasts an impressive array of varsity teams. As a member of the Ontario Colleges Athletic Association, our men's and women's "Huskies" challenge other Ontario college teams in sports such as soccer (indoor and outdoor), basketball, volleyball, tennis, cross-country running, badminton, alpine skiing, and touch football.

Student Councils

Every year, post-secondary students at each campus elect a student administrative council (SAC). The SACs organize social activities for students, support special-interest clubs, and deal with issues of college-wide importance.

Housing

Although George Brown doesn't have student residences, Toronto offers a wide variety of accommodation in many interesting neighbourhoods.

In addition to checking the classified sections of the daily Toronto newspapers for rental accommodation, you should visit our College housing service at St. James Campus (see map at back for location). Linked by computer to the housing services of the University of Toronto and Ryerson, it lists between 1,000 and 2,000 available accommodations. Houses, apartments, townhouses, boarding situations, sublet and shared accommodation are included. The listing is updated daily and phones are provided free of charge for students to call prospective landlords. A giant map of the city is also available to plot housing locations.

Thanks to Toronto's excellent transit system (the TTC), students don't have to limit their housing search to downtown Toronto. Subways, buses and streetcars provide easy access to all corners of the city. GO Transit connects communities surrounding Toronto with the TTC.

For more information about housing, call the Manager of Student Life at 867-2106.

Counselling

The move to college can be a challenging transition for many people – particularly those who have been away from formal education for a few years. With the assistance of our Counselling Office, that transition can be smooth and rewarding.

Our counsellors are available to help students solve problems and develop winning attitudes to reach their personal, educational and career goals. In addition to one-to-one appointments, counsellors offer workshops on topics such as:

- time management, essay writing, test preparation
- self-confidence and assertiveness
- exploring career options
- stress management
- financial planning.

Peer Tutoring

Our successful Peer Tutoring program is based on the premise that students helping students is rewarding for all. Peer tutoring provides one-to-one assistance to students having difficulty with specific courses, by students who have achieved above average scores in those subjects.

Most tutors are second- or third-year students who complete a tutor training program and are paid by the College. They assist students who are either experiencing difficulty in a subject or simply want to maintain their standards.

The best part is that peer tutoring is free.

If you want to be a tutor, or if you need a tutor, don't wait until the last minute. Sign up in the Counselling Office at your campus early in the school year.

Students With Special Needs

The Special Needs Office provides assistance to students with physical, learning, and emotional disabilities. Specialized technical equipment to assist students is available.

The main office is located in Room 568 at St. James Campus. Appointments can be made and assistance provided for students at any campus.

All campuses are easily accessible by public transit and Wheel Trans. Most buildings are equipped with ramps, elevators and special washrooms. Accessible parking can be arranged.

Students requesting assistance should contact the Special Needs Office as soon as they have received notice of acceptance from the College, to ensure that assistance can be provided as soon as possible. Accommodations or assistance may also be provided with the application process. Call us at 867-2622.

Student Career Centres

George Brown's placement and career counselling staff match students and graduates with the right job and the right employer. Highly qualified staff in each of our campus Student Career and Employment Centres offer many services to help students launch their successful careers, including:

- individual career counselling
- assistance with résumés and covering letters
- scheduling of on- and off-campus interviews
- brochures on job search techniques and interview skills
- industrial and professional directories.

Many students find part-time and summer jobs through the Centres, which lead to full-time careers following graduation.

George Brown offers many more services for students. For instance, each of our four campuses has its own:

Library Resource Centre stocked with books, periodicals, films and videos to support your projects and assignments. Knowledgeable staff are always available to assist you in locating the information you need;

Health Centre, staffed by registered nurses who provide emergency care, health counselling, and referrals;

Bookstore (at St. James, Casa Loma and Kensington), equipped to supply most of the book and supply needs of students in all programs at the College.

CAREER DEVELOPMENT CENTRE

Are you thinking about changing your career? George Brown College offers a comprehensive career planning service to help you make the right career decision.

The Career Development Centre offers the following services:

In-depth testing and career exploration package

The package is available for individuals – with personal evaluation, interpretation and counselling – or you may choose to be part of a group. Included are:

- Assessments and interpretation
- "Choices" career research
- Career goal development
- Summary report

A la carte services

Each of these services may be purchased separately. They are available for individuals or you may choose to be part of a group.

- Personality assessment (Myers Briggs Type Indicator)
- Interest inventory
- Aptitude battery
- Skills identification
- Career goal development
- "Choices" career research
- Résumé assistance

Hands-on work stations

Try your hand at practical skills from bookkeeping to woodworking at your choice of 17 different simulated work stations, either with a counsellor or on your own.

With a counsellor

- Personal, individual evaluation
- Close monitoring by a qualified evaluator
- Written and verbal report

Self-exploration

Up to three hours at your choice of one or more simulated work stations, with initial instructions from a qualified counsellor.

Costs range from $75 to $500 (plus GST) and are tax-deductible. Please call the Career Development Centre at 867-2207 for complete details, or to arrange a free orientation and tour of the Centre.

SERVICES FOR DEAF AND HARD-OF-HEARING STUDENTS

Many consider George Brown College the leader in post-secondary education for the deaf and hard-of-hearing in Canada. About 25 per cent of all deaf and hard-of-hearing Canadian post-secondary students, most of them from Ontario, attend George Brown.

Deaf and hard-of-hearing students have equal opportunity for access to our full-time certificate and diploma programs. Deaf and hard-of-hearing students can ask for and receive educational support services to help them succeed in their studies at college. These services are free of charge. Phone 867-2180 (voice) or 864-0535 (TTY)

Applying to George Brown College:

1. When you apply to George Brown, make an extra copy of your application form and mail it to: Co-ordinator, Services for Deaf and Hard-of-Hearing Students, George Brown College, Room 567, 200 King St. E., Toronto, Ont. M5A 3W8.
2. One week after you have applied to George Brown, contact the chairperson or secretary of your program choice.

   Call, through Bell Relay Service, to George Brown College switchboard at (416) 867-2000 Voice, and ask the operator for the chairperson for your program choice.

   Check with the chairperson or secretary about the requirements for the program. Ask the following questions: i) Do I need an interview with the chairperson? ii) Do I need to take an admission test? iii) What other requirements are needed?
3. If you require an interview or a test with the department, and you need an interpreter, call 867-2180 (voice) or 864-0535 (TTY) one week in advance.

   If the interview or test is cancelled for any reason, please inform the office.
4. When you are accepted by George Brown College, contact Services for the Deaf and Hard-of-Hearing, George Brown College, Room #567, 200 King Street East, Toronto, Ontario M5A 3W8.
5. If you are not accepted, please call the counsellor from Services for the Deaf and Hard-of-Hearing at (416) 944-4469 TTY and arrange an interview to discuss your options.

Visiting the College

A personal interview or a group tour for students and/or parents is available with the counsellor from Services for the Deaf and Hard-of-Hearing Students. An appointment should be arranged in advance by calling (416) 944-4466 or (416) 867-2180 Voice or (416) 944-4469 or (416) 864-0535 TTY.

Programs and Services

College Preparation for Deaf and Hard-of-Hearing Students
See page 8.

College Orientation for Deaf and Hard-of-Hearing Students
See page 8.

Support Services
We provide educational support services to all college-level deaf and hard-of-hearing students in Metro Toronto who request assistance. Services include: interpreting (notetaking, pre-teaching, tutoring, counselling (academic, personal and vocational), assistance with assistive devices.

Housing
George Brown College does not provide accommodation for students. However, the Services for Deaf and Hard-of-Hearing Department keeps a housing registry with the names of deaf and hearing families who are willing to rent to deaf and hard-of-hearing students at reasonable costs. Students who need housing information can contact the counsellor of this department at (416) 944-4469 TTY.

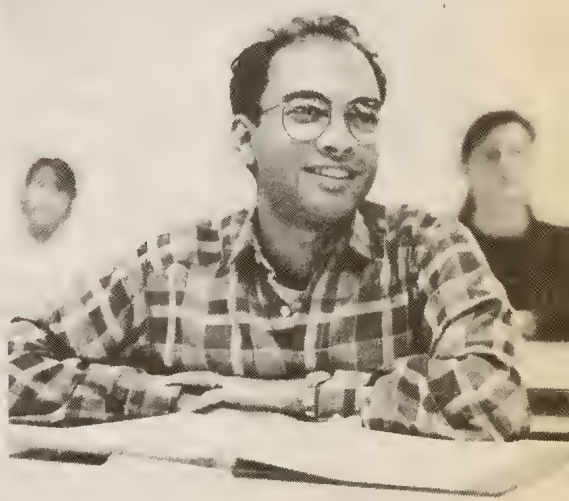
ACADEMIC DIVISION

DEAN: RAY SANTIN

CHAIRPERSONS:
Erma Collins, *English and Liberal Studies (St. James Campus)*

Anne MacKenzie, *English and Liberal Studies (Casa Loma, Nightingale and Kensington Campuses)*

Marsha Skolnik, *Language Training*



GENERAL ARTS AND SCIENCE

GBC Code AS1000 **Starting:** September
St. James Campus **Certification:** Diploma
2 Years

PREREQUISITE: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older).

ABOUT THE PROGRAM: This two-year program focuses primarily on communication skills, but includes a variety of optional and compulsory courses in philosophy, analytical thinking, science, human relations, mathematics and computers, media and culture, Canadian Studies.

CAREER PROSPECTS: There is increasing recognition from employers that communication skills, the ability to learn, adaptability, and a general academic preparation are as important, if not more so, than skill training. The General Arts and Science graduate has excellent preparation for careers in business, especially with businesses conducting their own training programs. As well, there are opportunities for graduates in general clerical and sales positions. Some General Arts and Science students may transfer to another post-secondary program at the end of the first year, since exposure to the topics of general education that are included may change expectations and broaden horizons.

This program is also offered on a part-time basis. Course content is subject to change.

SEMESTER 1	16 WEEKS
	Communications I
	The Search for Meaning (Introduction to Philosophy and Critical Thinking)
	Career Studies
ONE OF	Human Biology
OR	Explorations in Science
ONE OF	Mathematics
OR	Basically Speaking (Introductory Microcomputer Studies)

SEMESTER 2	16 WEEKS
	Canada in the 20th Century (Canadian Studies)
	Communications II
	Mass Media and Culture
ANY TWO OF	Mathematics of Finance
	Personal Financial Planning
	Microcomputer Studies I
	Microcomputer Studies II
	Human Biology
	Explorations in Science II
	Physics
	Chemistry

(Electives from other programs may be substituted for second-semester electives.)

SEMESTER 3	16 WEEKS
	Introduction to Canadian Literature
	Self and Society
ANY TWO OF	French 100/101/102
	Economics 210/211
	Mathematics
	Statistics I
	Sociology of Women
	Psychology: Interpersonal
	Personal Financial Planning

Electives may be chosen from another GBC program or from the general electives list.

SEMESTER 4	16 WEEKS
	Speaking with Confidence
ANY TWO OF	Statistics II
	Sociology of Women
	Psychology: Human Resource Management
	French 100/101/102
	Economics 210/211
	Mathematics of Merchandising
ONE OF THESE	Communications Project
COURSES MUST	Humanities Project
BE CHOSEN	Natural Science Project
	Social Science Project

Electives may be chosen from another GBC program or from the general electives list.

ENGLISH AS A SECOND LANGUAGE

GBC Code LT5400 **Starting:** Weekly
Kensington Campus **Certification:** Certificate
24 Weeks

ABOUT THE PROGRAM: The aim of this program is to provide adult new Canadians with a level of fluency in English to allow them to obtain appropriate employment.
The program emphasizes oral performance. The development of literacy skills is fostered to the degree relevant to the student's background and goal.

LITERACY IN ENGLISH AS A SECOND LANGUAGE

GBC Code LT5420 **Starting:** to be determined.
Kensington Campus **Certification:** Certificate
24 Weeks

PREREQUISITES: Lack of literacy. All applicants are to be referred to the College for assessment before being assigned to the program.

ABOUT THE PROGRAM: This program provides students who are functionally illiterate in their native language with a level of literacy and general language skill required to meet minimal survival and maintenance demands. Those with demonstrated ability could enter a regular EASL program at approximately Level 3.

ENGLISH FOR SCIENCE AND HIGH TECHNOLOGY

GBC Code LT5410 **Starting:** June, September and January
Kensington Campus **Certification:** Certificate
12 Weeks

PREREQUISITES: All applicants must pass an entrance test.

ABOUT THE PROGRAM: This program provides students who have a reasonably good knowledge of general English with the opportunity to apply their knowledge to understanding written and spoken English in a scientific and technological context.

COURSES	12 WEEKS
ENG582	Listening Comprehension
ENG583	Reading
ENG584	Writing
ENG585	Technical and Professional Communication

ENGLISH AS A SECOND LANGUAGE – ADVANCED

GBC Code LT5430
Kensington Campus
12 Weeks

Starting: June, September, January
Certification: Certificate

PREREQUISITES: All applicants must pass an entrance test.

ABOUT THE PROGRAM: This program provides learners who have mastered basic language and survival skills with more sophisticated knowledge and communication skills. Graduates secure professional employment which utilizes previous training and experience in a variety of fields such as banking, clerical, business.

ACCESS PROGRAMS

DEAN: TERRY DANCE

CHAIRPERSONS:
Jo Lee, *Community Outreach and Program Development*
Cathy Smith, *Educational Access Services*
Susan Stylianos, *Career Development*
Barbara Taylor, *Academic Skills Development*

When Redwan Mohammed came to Canada from Ethiopia, he had a Grade 12 education from his home country, but he needed upgrading to a Canadian high school level in English and math. Through the Access Division's academic upgrading program, he qualified for the college's Civil Engineering Technician program.

As a centre for life-long learning, George Brown College is committed to helping students of all ages learn at their own pace, on campus or in the community. To provide access to the college, especially for non-traditional learners, a wide variety of preparatory and bridging programs are offered including:

ONTARIO BASIC SKILLS: A program designed to give adults the opportunity to upgrade basic literacy and numeracy skills, learn job search skills and become computer literate in order to prepare for employment or further skills training. OBS also offers counselling services and childcare and transportation allowances for qualified students. Sponsored by the Ontario Ministry of Education, the program is tuition-free. Call 944-4605 for more information.

CAREER CHANGE: A federally sponsored 12-week program for unemployed mature workers. The program offers individual career counselling, small group support, career research and exploration, a career speakers series highlighting employer participation, effective resumé preparation, and a monitored work placement. For information call 867-2627.

FUTURES: A Ministry of Education program designed to give people between the ages of 15 and 24 an opportunity to gain the training and experience they need to become employable. Futures also offers counselling services and academic upgrading to help disadvantaged young people develop the skills they need to find and keep a job. Trainees are hired by training employers or find work in a related field as a direct result of their training experience. Call 867-2220 for more information.

INTRODUCTION TO COLLEGE FOR STUDENTS WITH LEARNING DISABILITIES: A three-day program for students with learning disabilities (Grade 11 or 12) designed to introduce students to the realities and expectations of college life. Held in late spring, the program includes an introduction to the college, its campuses and its services, introduction to computers, a college-level lecture, study skills and self-advocacy workshops. For more information call the Special Needs Office 867-2622.

CAREER DEVELOPMENT CENTRE: The centre offers an in-depth testing and career explanation service including interest, personality, aptitude and skills assessment. Clients can also test their practical skills from bookkeeping to woodworking at 17 different simulated work stations. For information call 867-2207.

CAREER COUNSELLING & ACCESS: A career counselling service is available to all applicants who do not meet the requirements of their program of choice. Bi-weekly career clarification workshops are also offered in the evening for potential students who are unsure about their career or educational choices. Call Franky Chernin for more information 944-4579.

THE SENIORS ACCESS INSTITUTE: The Institute sponsors a variety of daytime courses for older adults in the community and on campus; an annual summer Elderhostel for seniors across North America; an active George Brown College Seniors' Association; and senior volunteers who work in college programs and services. Call 944-4522 for more information.

WOMEN'S ACCESS TO APPRENTICESHIP: The coordinator provides information to women on how to access training for skilled trades, and helps women find apprenticeship positions with employers/unions. The coordinator also provides a support system to the women to help facilitate their success. For more information, call 944-4506.

FORMATION DE BASE DE L'ONTARIO (F.B.O.): Literacy, numeracy, and computer literacy, as well as career planning and life skills, are offered in French to native French speakers. This program is for those who wish to upgrade their skills in order to enhance their employment possibilities or to prepare for further skills training. Childcare and transportation allowances are available for qualified students. This program is tuition-free. For more information call 867-2206.

PROGRAMS FOR DEAF AND HARD-OF-HEARING STUDENTS

College Preparation Program for Deaf and Hard-Of-Hearing Students

GBC Code HS501 **Starting:** September
Casa Loma Campus
34 Weeks

This program is for those deaf and hard-of-hearing students who are unsure as to what program they would like to enter and/or are not ready for college level courses. It is a 34-week program that offers upgrading courses in English, mathematics and science while providing introductory courses in psychology, deaf studies, computers and ASL to English. There is a course on life skills as well as career exploration. All of these courses are specifically geared to the needs and interests of deaf and hard-of-hearing students.

College Orientation for Deaf and Hard-Of-Hearing Students

GBC Code HS500 **Starting:** August
Casa Loma Campus
1 Week

PREREQUISITE: Acceptance into any full-time College program.

ABOUT THE PROGRAM: The College Orientation program starts in late August and is designed to help deaf and hard-of-hearing students become familiar with George Brown College and Metro Toronto. Students will be given an in-depth orientation to services provided by Services for the Deaf and Hard-of-Hearing and encouraged to think about the services they may require once they are in their program. Students will also learn how to function in a mainstreamed college environment.

COMMUNITY-BASED TRAINING: More than 35 community-based training projects across the city are affiliated with George Brown through its Community Outreach Department. Students with special needs, women, trade-unionists, native people, the unemployed and members of diverse racial and cultural groups can learn in a variety of settings and receive college credits.

Community-based training partners include:

- **Alexandra Park Learning Centre,** Basic Literacy
- **Canadian National Institute for the Blind (CNIB),** Business Office Skills and Microcomputers
- **COFTM, Centre Francophone,** Microcomputers
- **Dixon Hall,** Secretarial
- **East End Literacy,** Basic Literacy
- **Goodwill Industries of Toronto,** Microcomputers
- **Immigrant Women's Job Placement Centre,** Computer Aided Design and Drafting (CADD)
- **Jewish Vocational Services,** Microcomputers
- **Metro Toronto Housing Authority,** Upgrading
- **Parkdale Project Read,** Basic Literacy
- **St. Christopher House,** Basic Literacy
- **The Centre for Advancement in Work and Living and The First Printing School,** Microcomputers and Offset Printing
- **The Chinese Information and Community Services and Sing Tao Newspaper,** Chinese Translation courses
- **The Metro Labour Education and Skills Training Centre,** Basic Literacy and Numeracy, English in the Workplace, Labour Studies, and Skills Training for Unemployed Workers
- **The Native Skills Centre,** Microcomputers
- **The Ontario March of Dimes,** Microcomputers
- **The Young Women's Christian Association (YWCA),** Bridging and Upgrading
- **Toronto Alfa Centre,** Basic Literacy

For more information, call 944-4511

Labour Programs:
More than 600 trade-unionists enrol annually in a Labour Studies Certificate program, offered in union halls and centres across the city and accredited by the College. Several hundred more participate in English at the Workplace, Adult Basic Education, and Skills Training for Unemployed Workers programs delivered by the Metro Labour Education Centre. The Community Outreach Department offers curriculum and program development assistance, conducts program evaluation jointly with the Centre, and ensures College certification of all graduates. Call 345-9312 for more information.

ACADEMIC UPGRADING I

GBC Code AS5400 **Starting:** Weekly
Casa Loma Campus
Semesters

PREREQUISITE: Admission testing.

ABOUT THE PROGRAM: The Level 1 program is for learners who function at or below basic literacy levels in English and numeracy skills. It is designed to allow the successful student to advance to Levels II and III or to seek employment in jobs that require basic skills in reading, writing, and mathematics. Grade equivalents from 1 to 12 are offered. Career counselling, computer literacy, and job-search workshops are included. Candidates are admitted on a continuous (weekly) basis. After assessment, students are given an individualized timetable, including one or both of the following courses:

SEMESTER 1

Students will choose one or two courses as required:

ENGAS540	English (Level 1)
MATHAS540	Mathematics (Level 1)

ACADEMIC UPGRADING II AND III

GBC Code AS5450 **Starting:** Weekly
Casa Loma Campus
3 Semesters

PREREQUISITE: Admission testing.

ABOUT THE PROGRAM: The Upgrading program is designed for adults who wish to upgrade for entrance to skill training programs or to advance to upgrading (AS5460) which prepares candidates for post-secondary programs. Candidates are admitted on a continuous (weekly) basis. After an assessment, students in upgrading are placed in an appropriate individualized program consisting of one or more of the following courses.

SEMESTER 1

Students will choose one to five courses.

ENG529	English (Level 2)
MATH529	Mathematics (Level 2)
ENG534	English (Level 3)
MATH531	Mathematics (Level 3)
SC530	Science (Level 3)

COLLEGE START (ACADEMIC UPGRADING IV)

GBC Code AS5461 **Starting:** September, January, May
Casa Loma Campus
2 Semesters

PREREQUISITE: Upgrading Level III or Grade 10 mathematics and English.

ABOUT THE PROGRAM: This level is designed to prepare adults for entry into College programs that require Grade 12 subjects. Students have individualized timetables, intensive career planning sessions, a staff advisor and the chance to audit any other college program. All courses emphasize computer literacy, study skills and research skills. Entering students are tested to determine if semester 1 is required, or if they can enter directly into semester 2. A special English tutorial is provided for students who speak English as a second language.

SEMESTER 1 16 WEEKS

Depending on the program prerequisite, students will choose one or more of the following courses.

ENG513	English
MATH513	Mathematics
BIO513	Biology
CHEM513	Chemistry
PHY513	Physics

SEMESTER 2 16 WEEKS

ENG523	English
MATH523	Mathematics
BIO523	Biology
CHEM523	Chemistry
PHY523	Physics

PRE-BUSINESS

GBC Code AS5462 **Starting:** September, January, May
Casa Loma Campus
1 Semester (16 weeks)

PREREQUISITE: Grade 10 or equivalent.

ABOUT THE PROGRAM: Pre-business is an intensive, academic preparation for post-secondary business programs. A specially designed Level IV option of Academic Upgrading, the program is offered in co-operation with George Brown's School of Business. Successful completion ensures acceptance into post-secondary business and hospitality programs. A solid foundation in business English, mathematics and computer literacy is provided.

COURSES

ENG514	English
MATH518	Mathematics

For further information about Preparatory and Upgrading programs, please call the Academic Skills Development Office at 944-4605.

PRE-HEALTH SCIENCE see page 116.

PRE-TECHNOLOGY see page 179.

WOMEN INTO TRADES & TECHNOLOGY see page 189.

Vocational Orientation

GBC Code AP5780 **Starting:** September, October, November, January, February, March
St. James Campus
9 Weeks

PREREQUISITE: Interview

ABOUT THE PROGRAM: Through a combination of vocational testing, individual and group career counselling and placements, this program assists adults who are vocationally confused. Students alternate between class work and program placements at George Brown and other Toronto area colleges and non-college programs.
The program includes a variety of career planning and life skills classes designed to increase students' self-awareness and self-confidence; develop their career decision-making skills and ability to research potential job markets and course options; and learn job-search skills. An English and math review is included.
Graduates enter a wide variety of college programs or move directly into employment in their chosen career.

COURSES	9 WEEKS		
IPO500	Group Vocational Exploration and Assessment	IPO504	Vocational and Personal Counselling
IPO501	Life Skills	IPO505	Academic Preparation—Mathematics
IPO502	Academic Preparation—English		
IPO503	Vocational Placement and Assessment		

Please call 867-2192 for more information.

Career Change

GBC Code AP555 **Starting:** September and January
St. James Campus **Certification:** Certificate
12 Weeks
PREREQUISITE: Applicants must have been out of work for 24 of the last 30 weeks.

ABOUT THE PROGRAM: The program assists older workers who have experienced job displacement to relocate in the job market. Further skill training is usually not involved.

CAREER PROSPECTS: Career opportunities will relate directly to the skill levels of the participants. The emphasis of the program is on preparation for direct entry to employment.

Please call 867-2627 for more informaton.

COURSES	12 WEEKS
CC500	Support Group
CC501	Vocational Exploration
CC502	Job Search Techniques
CC503	Community Resources

College Vocational Program

GBC Code CR1000 **Starting:** September
St. James Campus **Certification:** Certificate

PREREQUISITE: Ontario Secondary School Diploma with the majority of credits in basic level, or mature student status (age 19 or older). Applicants must attend an information session.

ABOUT THE PROGRAM: This program is designed to meet the unique educational and vocational needs of people who would not normally consider or qualify for entry into a traditional post-secondary program. It is an individualized, supportive program to help bridge the gap for students who have graduated from high school and who are having difficulty finding appropriate and meaningful work. It will offer extensive vocational assessment through hands-on experiences in the vocational assessment laboratory. In addition, students participate in career planning, communication and life skills training, career-targeted upgrading and work experience placements in the field of their choice. Students enrolled in this program are eligible for loans and grants.

CAREER PROSPECTS: Graduates have access to a George Brown job bank of employers throughout Toronto and can expect improved career prospects in the field of their choice.

SEMESTER 1	16 WEEKS
CD1000	Life Skills I
CD1020	Communications Skills I
CD1040	Mathematics Skills I
CD1060	Fitness I
CD1080	Vocational Skills/Assessment I

SEMESTER 2	16 WEEKS
CD1010	Life Skills II
CD1030	Communications Skills II
CD1050	Mathematics Skills II
CD1070	Fitness II
CD1090	Vocational Skills/ Work Placements II

Please call 867-2503 for more information.

SECRETARIAL TRAINING AND EMPLOYMENT PROGRAM (S.T.E.P.)

GBC Code BU5090 **Starting:** Fall
St. James (Dixon Hall) **Certification:** Certificate
32 Weeks

PREREQUISITES: Applicants must be interviewed and approved by Dixon Hall Community Centre and Canada Employment and Immigration Commission (CEIC) and pass an admission test in English at George Brown College.

ABOUT THE PROGRAM: STEP is a unique educational and work experience program, designed to give women and single mothers equal access to high-tech jobs.

As new technology radically transforms the office world, the gap between the skilled and unskilled is widening. Access to training programs is becoming more and more difficult as the entrance requirements get stiffer. Single mothers and women who've been out of the workforce for some time are especially vulnerable.

STEP was created to bridge this gap. A brand new approach to training, STEP combines academic upgrading with skills training in the high technology; offers on-the-job training; provides instruction in a non-institutional, community setting; and encourages self-directed learning.

CAREER PROSPECTS: The graduate is suited for entry-level positions at the secretarial level in businesses where automated equipment is used and which require people capable of understanding concepts of computerized offices; who have accounting knowledge and hands-on experience with different computerized technology and how it is applied; and who feel comfortable with growing changes in automated technology.

COURSES	32 WEEKS
	Secretary/Microcomputer Operator I
	Secretary/Microcomputer Operator II
	Secretary/Microcomputer Operator III
	Secretary/Microcomputer Operator IV

Please call 863-0499 for more information.

SCHOOL OF BUSINESS

DEAN: JAMES ROSS

CHAIRPERSONS:
Anne Carr, *Business Administration*
Pearl Hazen, *Office Administration*
Yvonne Snider, *Continuing Education*

Andrew Birse graduated from General Business in 1989. He is now General Manager of Night Operations and Security for the Kitchen Table food shops, and responsible for 11 stores.

The School of Business at George Brown College offers an array of career-oriented programs in downtown Toronto – just blocks away from the heart of Canadian business. All School of Business programs have been developed in partnership with active advisory committees and associations from Toronto's business community.

The School has added co-operative education to programs in Small Business Management, Accounting, Information Systems, and Retail Management.

To be assured of success in a School of Business program, applicants should have a good background in communications and mathematics. The academic prerequisites for most business programs is Ontario Secondary School Diploma (at or above the general level, with Grade 12 mathematics and English). Mature applicants who lack the prescribed background are admitted on the basis of equivalent proficiency in English and mathematics – after functional level testing.

At the beginning of each semester students are assessed in English and mathematics to identify students needing additional preparatory studies or developmental assistance.

Secondary school graduates with advanced standing, such as O.A.C. credits, may be eligible for credits in some School of Business programs. Mature students may be eligible for credits based on work experience related to their program.

As many students must work full- or part-time while attending college, reduced course loads can be arranged. Students can enrol part-time or full-time in the day programs, or they can combine day and evening studies if available. Please call the School of Business at 867-2135 for more information.

Business Administration Programs

George Brown's School of Business offers a cluster of two- and three-year Business Administration programs with a common first semester. This allows a student to take a variety of business courses in the first semester, and then choose an area of specialty.

COMMON FIRST SEMESTER

(Courses in accounting, information systems, marketing, distribution management, language and communication, business math)

Two-year diploma programs

Accounting
Business–General
Information Systems
Marketing
Distribution Management

Three-year diploma programs

Accounting
Information Systems
Marketing

Graduates of the two-year Accounting, Information Systems or Marketing programs may be admitted directly into the third year of the corresponding three-year program if they satisfy academic requirements. Three-year programs confer a broad view of the business organization as a whole.

CO-OPERATIVE EDUCATION is offered on an optional basis in both Accounting and Information Systems. For students proceeding towards the co-op diploma in either of these disciplines, work terms will be scheduled between academic terms. (Co-op is also available to students in Small Business Management and Retail Management.)

POST-DIPLOMA STUDIES Graduates of diploma programs in George Brown's School of Business may qualify for advanced standing or exemptions with professional associations and universities. Program co-ordinators will supply more information.

PRE-BUSINESS PROGRAM: see page 11.

In all Business Administration programs, students select elective courses as specified in the program outlines on the following pages. In each semester some of the following electives are offered:

ACC102	Accounting for Decision Making
ACC225	Management Accounting
BUS116	Travel Planning I
BUS121	Women in Business
BUS133	Microcomputers in Business
EC210	Economics I
EC211	Economics II
ELS126	Speaking with Confidence
ELS161	Introduction to Journalism
ELS162	Introduction to Canadian Literature
ELS164	Reading Effectively
FR100	Conversational French
FR101	Conversational French-Intermediate
FR102	Conversational French-Advanced
IS101	COBOL I
IS103	Programming I
IS104	Management Information Systems
LAW200	Commercial Law
LAW201	Business Law
MARK101	The Sales Aspect of Marketing
MARK201	Distribution Channel Operation and Systems
MARK202	Marketing Research and Information Systems
MARK204	Public Relations and Publicity
MARK209	Marketing Research and Information Systems
MATH125	Mathematics of Merchandising
MATH214	Statistics I
MATH215	Statistics II
MATH253	Quantitative Methods
PD103	Warehousing Management
PD105	Inventory Control I
PD204	Industrial Purchasing
PSY106	Human Relations
PSY161	Introductory Psychology
PSY162	Social Psychology
PSY211	Human Resources Development
SBM166	Small Business Management
SOC126	Political Sociology

NOTE: Students enrolled in a major – for example, marketing – may not choose an elective in marketing. If clarification is required on the appropriate choice of elective, students should see their program co-ordinator.

BUSINESS–ACCOUNTING

GBC Code BU1091
St. James Campus
2 Years

Starting: September and February
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 English and mathematics.

ABOUT THE PROGRAM: The courses included in this program provide a valuable preparation for students interested in accounting occupations in business and industry. They also offer preparatory training for students interested in continuing their studies to receive a professional accounting designation. Subject credits are granted by the Certified General Accountants of Ontario and some universities in specified courses where content and standards are considered equivalent.

CO-OPERATIVE EDUCATION: Co-operative education is offered on an optional basis in this program. Two work terms will be scheduled between academic terms for students proceeding towards the co-op diploma in Business–Accounting. Co-operative education is offered with the classes beginning in September.

CAREER PROSPECTS: Accountants are required in every facet of our society. Graduates from this program will find career opportunities in manufacturing, merchandising, banking and finance, government, public institutions, recreation and service organizations.
Accounting firms tend to prefer graduates with leadership potential, self confidence, comprehensive accounting skills and ability to communicate effectively. The new graduate may obtain employment in a training program which will provide a wide range of experience in various sections of the firm's accounting department, such as accounts payable, accounts receivable, payroll, cost accounting, etc.
Graduates may also be employed in positions less concerned with accounting but where their specialized training assists them in solving the many problems they will encounter in the other operational functions of business. The federal and provincial governments, with their complex regulations and taxing systems, seek college accounting graduates for employment in the areas of financial management and taxation.

Note: Graduates from this program are admitted directly into the fifth semester of the three-year program leading to the diploma in Business Administration–Accounting.

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
ENG101	Language and Communications
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
MATH114	Business Mathematics
PD100	Introduction to Distribution Management

SEMESTER 2	19 WEEKS
ACC101	Introduction to Accounting II
ENG102	Language and Communications
MATH115	Business Mathematics
PSY117	Human Relations
ELECT000	Elective

SEMESTER 3	15 WEEKS
ACC200	Financial Accounting I
ACC202	Cost Accounting I
ACC220	Management Information System
ENG214	English and the Business World
ELECT000	Elective

SEMESTER 4	19 WEEKS
ACC203	Financial Accounting II
ACC204	Cost Accounting II
ACC205	Auditing
ACC222	Management Information Systems II
ELECT000	Elective

ACCOUNTING

GBC Code BU2000 **Starting:** Spring – April or May
St. James Campus **Certification:** Diploma
4 Semesters

NOTE: This is a continuous 52-week program. The content of major subjects is identical to Business– Accounting; however, students complete the program in one year.

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 English and mathematics.

ABOUT THE PROGRAM: This 52-week program enables students to analyse and systematically record business transactions and events of a financial nature, and to record, summarize, report and interpret the results. Also, it offers preparatory training for those interested in pursuing a professional accounting designation with the C.G.A. (Certified General Accountants of Ontario).

CAREER PROSPECTS: Graduates find immediate employment in banking, with public accounting firms, in middle management capacities with large and small retail and wholesale businesses, or as cost analysts with manufacturers. The federal and provincial governments, with their complex regulations and taxing systems, seek college accounting graduates for employment in the areas of financial management and taxation.

SEMESTER 1	12 WEEKS
ENG101	Language and Communications
MATH114	Business Mathematics
ACC100	Introduction to Accounting I
ISI15	Introduction to Information Systems
MARK100	Introduction to Marketing
PDI00	Introduction to Distribution Management

SEMESTER 2	14 WEEKS
ENGI02	Language and Communications
MATH115	Business Mathematics
PSY106	Human Relations
ACC101	Introduction to Accounting II
LAW200	Commercial Law

SEMESTER 3	12 WEEKS
ENG20I	English and the Business World
ACC200	Financial Accounting I
ACC202	Cost Accounting I
ACC220	Management Information Systems I
MATH2I4	Statistics 1

SEMESTER 4	14 WEEKS
ACC203	Financial Accounting II
ACC204	Cost Accounting II
ACC205	Auditing
ACC222	Management Information Systems II
BUSXXX	To Be Announced

Graduates may be admitted to the Third Year of Business Administration–Accounting (BU1096) if specified academic requirements have been satisfied. (See program co-ordinator for details.)

BUSINESS ADMINISTRATION–ACCOUNTING

GBC Code BU1096 **Starting:** September
St. James Campus **Certification:** Diploma
3 Years

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 English and mathematics.
Graduates of Business – Accounting (BUI091) may be admitted directly into Semester 5 of this program if they satisfy academic requirements. Applicants having credentials from other colleges should request advanced standing.

ABOUT THE PROGRAM: Specialized accounting training is balanced with courses designed to provide students with managerial skills so that upon graduation they may move into supervisory positions. This program is recommended primarily for those who wish to specialize in accounting or who expect to make extensive use of accounting in their careers. In addition to learning manual systems, students are trained in the use of microcomputers and evaluate a variety of software applications throughout the program. This comprises 20 per cent of classroom time during the third year.
Accounting graduates may obtain advanced standing in the C.G.A. (Certified General Accountants) program and with universities.

CO-OPERATIVE EDUCATION: Co-operative education is offered on an optional basis in this program. Three work terms will be scheduled between academic terms for students proceeding towards the co-op diploma in Business Administration – Accounting.

CAREER PROSPECTS: Graduates find employment in supervisory accounting positions and apply their training and skills in areas such as financial accounting, auditing, financial analysis, management accounting. Many are employed by public accounting firms or by government. Some provide accounting services to small businesses on an entrepreneurial basis.

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
ENGI01	Language and Communications
ISI15	Introduction to Information Systems
MARK100	Introduction to Marketing
MATH114	Business Mathematics
PDI00	Introduction to Distribution Management

SEMESTER 2	19 WEEKS
ACC101	Introduction to Accounting II
ENGI02	Language and Communications
MATH115	Business Mathematics
PSY117	Human Relations
ELECT000	Elective

SEMESTER 3	15 WEEKS
ACC200	Financial Accounting I
ACC220	Management Information System
ACC202	Cost Accounting I
ENG214	English and the Business World
ELECT000	Elective

SEMESTER 4	19 WEEKS
ACC203	Financial Accounting II
ACC204	Cost Accounting II
ACC205	Auditing
ACC222	Management Information Systems II
ELECT000	Elective

SEMESTER 5	15 WEEKS
BUS320	Organizational Behaviour
BUS321	Financial Management
BUS326	Faculty Directed Research I
ACC300	Management Accounting
ACC302	Internal Auditing

SEMESTER 6	19 WEEKS
BUS328	Management Practice
BUS324	Canadian Business Policy and Strategy
BUS327	Faculty Directed Research II
ACC30I	Taxation
ACC303	Finance

BUSINESS–DISTRIBUTION MANAGEMENT

GBC Code BU1095
St. James Campus
2 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 English and mathematics.

ABOUT THE PROGRAM: The distribution system is an essential element in satisfying customer needs. It must be designed to ensure that raw materials, supplies, parts, and products are available in the right place at the right time in satisfactory condition. The growth of international trade and the maturing of markets in industrial countries have led to the growing importance of customer service as a key element of competitive strategy. Distribution Management includes the technical, organizational, and managerial aspects of customer service, transportation, warehousing, inventory, purchasing, packaging, materials handling, and international trade. It relies heavily on the use of computers and communications.

CAREER PROSPECTS: Career opportunities lie in various economic sectors, such as resources, manufacturing, wholesaling, retailing, government operations, and distribution services. Graduates should look forward to supervisory and managerial positions in: materials management, inventory control, warehousing, packaging, purchasing, transportation, international traffic and other disciplines pertaining to distribution management.

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
ENG101	Language and Communications
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
MATH114	Business Mathematics
PD100	Introduction to Distribution Management

SEMESTER 2	19 WEEKS
ENG102	Language and Communications
MATH214	Statistics I
PD103	Warehousing Management
PD204	Industrial Purchasing
PSY117	Human Relations
ELECT000	Elective

SEMESTER 3	15 WEEKS
ENG214	English and the Business World
PD202	Physical Distribution Systems–Management I
PD203	Traffic and Transportation Management I
PD105	Inventory Control I
PSY215	Human Resource Management
ELECT000	Elective

SEMESTER 4	19 WEEKS
PD205	Physical Distribution Systems–Management II
PD206	Inventory Control II
PD207	Traffic and Transportation Management II
PD208	Import/Export Procedures
PD209	International Trade
ELECT000	Elective

BUSINESS–GENERAL

GBC Code BU1094
St. James Campus
2 Years

Starting: September and February
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 English and mathematics.

ABOUT THE PROGRAM: This program is designed for students who prefer to develop skills in a variety of business disciplines. The program includes practical, job-related business studies from the fields of accounting, computer applications, customer relations, purchasing, inventory control and general management. Students who discover a particular interest and aptitude for specialized studies may transfer, after first semester, to Accounting, Information Systems, Marketing or Distribution Management.

CAREER PROSPECTS: Some of the employers who hire General Business graduates are small businesses who need employees with the flexibility to handle a variety of responsibilities. Other employers have unique job requirements – they have to provide specialized training but they prefer to hire business graduates who have shown that they have the interest and maturity to succeed. Starting jobs are usually in areas such as bookkeeping, customer service, purchasing, etc., but with experience an ambitious and capable graduate should move into a supervisory or management position..

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
ENG101	Language and Communications
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
MATH114	Business Mathematics
PD100	Introduction to Distribution Management

SEMESTER 2	19 WEEKS
ENG102	Language and Communications II
MARK101	The Sales Aspect of Marketing
MATH135	Mathematics of Merchandising
PD204	Industrial Purchasing
PSY117	Human Relations
ACC102	Accounting for Decision Making
ELECT000	Elective

SEMESTER 3	15 WEEKS
ENG214	English and the Business World
ACC225	Management Accounting
MAN200	General Management I
MATH214	Statistics I
PD105	Inventory Control
ELECT000	Elective

SEMESTER 4	19 WEEKS
BUS140	Microcomputer Applications
SBM166	Small Business Management
MAN203	General Management II
MARK204	Public Relations & Publicity
PD209	International Trade
ELECT000	Elective

BUSINESS–INFORMATION SYSTEMS

GBC Code BU1092
St. James Campus
2 Years

Starting: September and February
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). with Grade 12 English and mathematics.

ABOUT THE PROGRAM: The two-year program is based on the first and second years of the three-year program in Business Administration–Information Systems. Job opportunities for two-year graduates are usually at the level of trainee. Advancement to more senior levels in application development, support or programming usually occurs after suitable experience. Additional institutional training is likely to be needed for advancement to systems analysis.

CO-OPERATIVE EDUCATION: Co-operative education is offered on an optional basis in this program. Two work terms will be scheduled between academic terms for students proceeding towards the co-op diploma in Business–Information Systems. Co-operative education is offered with the classes beginning in September, but not with those beginning in February.

CAREER PROSPECTS:
Application Development—Develop computer-based systems to generate information for managers in all parts of the company.
End-user Support—Work with users of information, helping them to understand and use computer-based information systems.
Programming—Write computer programs to solve problems related to management of information in business.
Computer Operation—Working from a schedule of jobs to he run, monitor the operation of computer systems and follow written instructions for dealing with exceptional conditions.

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
ENG101	Language and Communications
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
MATH114	Business Mathematics
PD100	Introduction to Distribution Management

SEMESTER 2	19 WEEKS
ENG102	Language and Communications
IS101	COBOL I
IS103	Programming I
IS104	Management Information Systems (MIS)
MATH116	Mathematics For EDP
PSY117	Human Relations

SEMESTER 3	15 WEEKS
ENG214	English and the Business World
IS200	COBOL II
IS205	Database Concepts
IS210	Systems Analysis and Design
MATH214	Statistics I
ELECT000	Elective

SEMESTER 4	19 WEEKS
ELECT000	Elective
ELECT000	Elective
IS204	Advanced Programming
IS208	Advanced EDP Topics
IS215	Computer Organization – Operating Systems
IS201	Programming in C

BUSINESS ADMINISTRATION–INFORMATION SYSTEMS

GBC Code BU1097
St. James Campus
3 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 English and mathematics.
Graduates of Business – Information Systems (BU1092) may be admitted directly into Semester 5 of this program if they satisfy academic requirements. Applicants having credentials from other colleges should request advanced standing.

ABOUT THE PROGRAM: This program prepares you to provide technical support to users, to develop application systems for small computers, to write programs for a mainframe computer, and to develop systems for a distributed processing environment. During the first and second years, emphasis is on application systems for various business functions, using modern productivity software such as Lotus 1.2.3 and dBASE III plus, programming languages such as COBOL, and a database language such as SQL. Mainframe architecture and operating systems are examined briefly and concepts of system analysis and design are introduced. Third-year topics include system design and implementation, microcomputer architecture, and comparative analysis of hardware and software systems. A major component of the third year curriculum is a system implementation project.

CO-OPERATIVE EDUCATION: Co-operative education is offered on a optional basis in this program. Three work terms will be scheduled between academic terms for students proceeding towards the co-op diploma in Business Administration–Information Systems.

CAREER PROSPECTS: *Application Development Support*—Work with computer users in various departments developing systems using commercial software products.
Programming—Work from detailed specifications to write programs in high-level languages.
System Analysis—In consultation with users of information, analyse and improve upon existing systems and identify new applications. This is a senior position to which you are likely to advance after suitable experience.
Computer Operation—Working from a schedule of jobs to be run, monitor the operation of computer systems and follow written instructions for dealing with exceptional conditions.

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
ENG101	Language and Communications
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
MATH114	Business Mathematics
PD100	Introduction to Distribution Management

SEMESTER 2	19 WEEKS
ENG102	Language and Communications
IS101	COBOL I
IS103	Programming I
IS104	Management Information Systems (MIS)
MATH116	Mathematics for EDP
PSY117	Human Relations

SEMESTER 3	15 WEEKS
ENG214	English and the Business World
IS200	COBOL II
IS205	Database Concepts
IS210	Systems Analysis and Design
MATH214	Statistics I
ELECT000	Elective

SEMESTER 4	19 WEEKS
ELECT000	Elective
ELECT000	Elective
IS204	Advanced Programming
IS208	Advanced EDP Topics
IS215	Computer Organization– Operating Systems
IS201	Programming in C

(continued...)

SEMESTER 5	15 WEEKS
BUS320	Organizational Behaviour
BUS321	Financial Management
BUS326	Faculty-Directed Research I
IS300	Assembler I
IS304	Distributed Information Systems

SEMESTER 6	19 WEEKS
BUS328	Management Practice
BUS324	Canadian Business Policy and Strategy
BUS327	Faculty-Directed Research II
IS301	Assembler II
IS302	Microcomputer Systems

BUSINESS–MARKETING

GBC Code BU1093
St. James Campus
2 Years

Starting: September and February
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 English and mathematics.

ABOUT THE PROGRAM: The Marketing program is highly concentrated in marketing subjects to prepare the student for a career in the field of marketing management, industrial sales, advertising, marketing research or retailing.
The program makes extensive use of case studies, business projects, written reports, videotaped presentations, computerized business simulations and various computer applications that aid in analysis and decision making.
Students are encouraged to participate in the Marketing Club (a chapter of the international American Marketing Association) and in marketing competitions with other colleges and universities.

CAREER PROSPECTS: Graduates may continue into the third year of the Business Administration Marketing program, or enter industry to follow a marketing career in these areas:

Industrial Marketing: Graduates usually start as industrial sales trainees and are promoted through the sales department.

Retail Marketing: Graduates find opportunities in sales, promotion, merchandising, buying and store management.

Consumer Goods Marketing: Graduates find employment in the sales departments of manufacturers, in marketing departments of smaller and medium-sized manufacturers, and in advertising agencies and research firms.

Note: Graduates from this program are admitted directly into the fifth semester of the three-year program leading to the Diploma in Business Administration–Marketing if they satisfy the academic requirements.

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting 1
ENG101	Language and Communications
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
MATH114	Business Mathematics
PD100	Introduction to Distribution Management

SEMESTER 2	19 WEEKS
ENG102	Language and Communications
MARK101	The Sales Aspect of Marketing
MARK201	Distribution Channel Organizations and Systems
PSY117	Human Relations
MATH214	Statistics I
ELECT000	Elective

SEMESTER 3	15 WEEKS
Students take one of two math courses (MATH135 or MATH216) on advice from department heads.	
ENG214	English and the Business World
MARK102	Advertising Management
MARK200	Product Planning and Pricing Policies
MARK202	Marketing Research and Information Systems
ELECT000	Elective
ELECT000	Elective Mathematics

SEMESTER 4	19 WEEKS
MARK205	Marketing Management I
MARK206	Marketing Management II
MARK207	Marketing Management III
MARK208	International Marketing
MARK111	Sales Promotion
ELECT000	Elective

BUSINESS ADMINISTRATION—MARKETING

GBC Code BU1098 **Starting:** September
St. James Campus **Certification:** Diploma
3 Years

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 English and mathematics.
Graduates of Business—Marketing (BU1093) may be admitted directly into Semester 5 of this program if they satisfy academic requirements. Applicants having credentials from other colleges should request advanced standing.

ABOUT THE PROGRAM: This program is for students who wish to follow a marketing path to senior management. Students develop expertise in the operational aspects of marketing during their first two years and are then exposed to the broader concerns of the organization as a whole. In addition, during third year, they increase their marketing skills in several specialized fields.

The program makes extensive use of case studies, written reports, business projects, videotaped presentations, computerized business games and numerous computer applications that aid in analysis and decision-making.

CAREER PROSPECTS: Graduates find opportunities with a wide variety of manufacturers and distributors of industrial and consumer products, and service industries. Starting positions might be:

Assistant to Product Manager — The graduate assists in developing marketing objectives and strategies for a brand, and deals with issues of promotion, pricing, distribution, packaging, product modifications and customer research.

Retail Management Trainee — Graduates frequently enter training programs offered by progressive retailers and with experience become capable of operating a store or a department. Opportunities include management, merchandising, promotion, buying, and location analysis.

Marketing Research or Advertising Agency Trainee — Graduates are qualified for entry level jobs and quickly move up to operational levels where their analytical and decision-making skills are utilized.

SEMESTER 1	15 WEEKS
ACC100	Introduction to Accounting I
ENG101	Language and Communications
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
MATH114	Business Mathematics
PD100	Introduction to Distribution Management

SEMESTER 2	19 WEEKS
ENG102	Language and Communications
MARK101	The Sales Aspect of Marketing
MARK 201	Distribution Channel Organizations and Systems
PSY117	Human Relations
MATH214	Statistics I
ELECT000	Elective

(continued...)

SEMESTER 3	15 WEEKS
ENG214	English and The Business World
MARK102	Advertising Management
MARK200	Product Planning and Pricing Policies
MARK201	Distribution Channel Operations & Systems
MARK202	Marketing Research & Information Systems
ELECT000	Elective
ELECT001	Elective—Math

SEMESTER 4	19 WEEKS
MARK204	Public Relations & Publicity
MARK205	Marketing Management I
MARK206	Marketing Management II
MARK 207	Marketing Management III
MARK208	International Marketing
MARK111	Sales Promotion
ELECT000	Elective

SEMESTER 5	15 WEEKS
BUS320	Organizational Behaviour
BUS321	Financial Management
BUS326	Faculty Directed Research I
MARK300	Industrial Marketing Management
MARK303	Marketing Law

SEMESTER 6	19 WEEKS
BUS328	Management Practice
BUS324	Canadian Business Policy & Strategy
BUS327	Faculty Directed Research II
MARK302	Marketing Management for Service Industries
MARK301	Management Information Systems

COMPUTER PROGRAMMER

GBC Code BU2010
St. James Campus
64 Weeks

Starting: At various times during the year. Call 867-2144 for details.
Certification: Diploma

NOTE: This is a concentrated program taken over a continuous 64-week period. The content is identical to Business—Information Systems; however, students complete the program in less time.

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 English and mathematics.

ABOUT THE PROGRAM: This program enables students to develop proficiency in a variety of activities associated with the analysis, design, implementation and control of computerized information systems.

CAREER PROSPECTS: Graduates will be able to code computer programs in a variety of languages working under supervision from written specifications. The broad range of topics in the program will prepare the graduate for future advancement to more senior positions in systems analysis or management.

SEMESTER 1	16 WEEKS
ENG101	Language and Communications
MATH114	Business Mathematics
ACC100	Introduction to Accounting I
IS115	Introduction to Information Systems
MARK100	Introduction to Marketing
PD100	Introduction to Distribution Management

SEMESTER 2	16 WEEKS
ENG102	Language and Communications
MATH116	Mathematics for EDP
PSY117	Human Relations
IS101	COBOL I
IS104	Management Information Systems
IS103	Programming 1

SEMESTER 3	16 WEEKS
ENG201	English and the Business World
MATH214	Statistics I
IS200	COBOL II
IS205	Data Base Concepts
IS210	Systems Analysis and Design
BUS124	Microcomputer Accounting Package Applications

SEMESTER 4	16 WEEKS
IS204	Advanced Programming
IS215	Computer Organization and Operating Systems
IS208	Advanced IS Topics
MATH253	Quantitative Methods
PSY211	Human Resource Management
IS201	Programming in C

COURT REPORTING—MACHINE SHORTHAND

GBC Code BU1280
St. James Campus
2 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 English. Typing speed of 25 wpm.

SELECTION PROCEDURE: Applicants complete an English aptitude test. No previous knowledge of shorthand is required.

BACKGROUND: A high degree of manual dexterity and communication skills are strongly recommended. Related business experience or successful completion of a recognized legal secretarial arts program would be beneficial.

PROGRAM DESCRIPTION: This two-year program includes a summer semester in each of two years. It is an intensive course in verbatim reporting skills that includes, among other practical areas of study, actual experience in the courts working with an experienced court reporter. Upon successful completion of the program, graduates are eligible to write the Chartered Shorthand Reporters Association examination. The testing procedures used during the course are approved by this Association.

CAREER PROSPECTS: Graduates are prepared for careers in the Supreme, District, and Provincial Courts, Official Examiners' offices, and other government agencies. There are also many opportunities for those who wish to freelance.

Court reporting is a highly responsible and challenging position which involves verbatim recording of judicial proceedings, and their accurate transcription. Standards of excellence, dedication, and the ability to withstand long hours and pressure are qualities which the successful court reporter possesses. These qualities cannot be over-emphasized, as the outcome of a trial could be affected by the court reporter's transcript.

SEMESTER 1	15 WEEKS
ENG124	English for Court Reporting I
SHM102	Machine Shorthand Theory
KB102	Keyboarding Skill Development I
LAW102	Legal Terminology
BUS147	Anatomy/Medical Terminology

SEMESTER 2	17 WEEKS
ENG133	Vocabulary Enrichment
ENG125	English for Court Reporting II
SHM112	Shorthand Speed Development I
KB111	Keyboarding Skill Development II
LAW120	Criminal Procedures
BUS146	Computer-Aided Skill Development

SEMESTER 3	17 WEEKS
ENG148	Effective Reading and Listening Skills
KB205	Keyboarding Skill Development III
SHM123	Shorthand Speed Development II
BUS148	Computer-Aided Transcription I
ENG216	English and the Legal World I

SEMESTER 4	15 WEEKS
LAW218	Civil Procedure
ENG211	Latin I
BUS277	Court Procedures—District Court
SHM202	Shorthand Speed Development III
BUS271	Computer-Aided Transcription II
KB221	Keyboarding Skill Development IV
ENG217	English and the Legal World II

(continued...)

SEMESTER 5	17 WEEKS
ENG218	English for Court Reporting V
BUS278	Computer Aided Transcription III
SHM300	Shorthand Speed Development IV
ENG212	Latin II
KB300	Keyboarding Skill Development V
LAW302	Contemporary Legal Issues

SEMESTER 6	17 WEEKS
SHM302	Shorthand Speed Development V
BUS279	Computer-Aided Transcription IV
KB302	Keyboarding Skills Development VI

HEALTH RECORDS ADMINISTRATION

GBC Code BU1260
St. James Campus
2 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Minimum of one Grade 12 science and one Grade 12 mathematics.

ABOUT THE PROGRAM: This two-year diploma program focuses on the various aspects of the health record administrator's role. It is designed to train organizers and managers of health information services to work with management and medical staff in the health care delivery system.
Bio-medical sciences provide a background knowledge of the information encountered professionally. Management and information sciences are included to allow the graduate to develop skills for dealing with people in an organizational setting and for interpreting data for a variety of users. Classroom instruction is augmented by clinical experience in all four semesters.

CAREER PROSPECTS: A patient entering a health care delivery system has a record initiated upon admission for treatment. The record contains a multitude of data including personal, diagnostic, and treatment details as well as discharge information. Thousands upon thousands of these records are created each year. The health record administrator manages the system and the people who create, maintain, store, retrieve and interpret the data on these records for a variety of purposes. As a manager he/she must possess a variety of analytical, decision-making, interpersonal and communication skills.

SEMESTER 1	15 WEEKS
ANAT114	Anatomy and Physiology I
PATH103	Pathophysiology I — (Pharmacology/Microbiology)
MAN104	Management Theory I
BUS127	Health Information Management — Theory I
BUS141	Health Information Management — Laboratory I
WORD119	Intro/Microcomputers/ Word Processing

SEMESTER 2	19 WEEKS
ANAT124	Anatomy and Physiology/ Genetics II
PATH114	Pathophysiology II
MATH121	Statistical Methods and Research
BUS137	Health Information Management — Theory II
BUS151	Health Information Management — Laboratory II
MAN114	Management Theory II
PRAC116	Clinical Extension (3 weeks— 35 hours/week)

SEMESTER 3	15 WEEKS
LAW214	Health Care Law
PSY208	Organizational Psychology I
BUS235	Health Record Administration — Theory III
BUS248	Health Record Administration — Laboratory III
MATH211	Hospital Statistics I
MATH204	Epidemiology
BUS140	Microcomputers in Business

SEMESTER 4	19 WEEKS
BUS256	Health Systems Data Analysis
PSY218	Organizational Psychology II
BUS245	Health Record Administration — Theory IV
BUS258	Health Record Administration — Laboratory IV
MATH221	Hospital Statistics II
MATH213	Biostatistics
MAN214	Management Theory III
PRAC216	Clinical Extension (3 weeks 35 hours/week)

[Also See
Part-Time Spring-Summer 1993 Calendar
Courses = ANAT 1131 - Human Anat. & Physiology
and MATH 2041 - Intro. to Epidemiology]

HEALTH RECORDS TECHNICIAN

GBC Code BU1290
St. James Campus
2 Semesters

Starting: September
Certification: Certificate

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent or mature student status (age 19 or older). Minimum of one Grade 12 science and one Grade 12 mathematics.

ABOUT THE PROGRAM: The one-year certificate program focuses on the various aspects of the health records technician's role in maintaining records and data bases of health information systems. It is designed in accordance with the standards and guidelines of the Canadian College of Health Records Administrators and the Ministry of Colleges and Universities. Students develop the technical skills and attitudes needed to maintain and utilize health care data and assist in the management of a health information system.

CAREER PROSPECTS: A health records technician works in the medical record department of a hospital, clinic or other health care facility. Under the direction of the health care administrator, the graduate of the Health Records Technician program prepares, analyses and maintains health data and information required by the hospital health service facility, patient, health professionals, government and the public.

SEMESTER 1	15 WEEKS
ANAT114	Anatomy and Physiology I
PATH103	Pathophysiology I — (Pharmacology/Microbiology)
MAN104	Management Theory I
BUSI27-	Health Information Management — Theory I
BUS141	Health Information Management — Laboratory I
WORD119	Intro/Microcomputers/ Word Processing

SEMESTER 2	19 WEEKS
ANAT124	Anatomy and Physiology/ Genetics II
PATH114	Pathophysiology II
MATH121	Statistical Methods and Research
MAN114	Management Theory II
BUS137	Health Information Management — Theory II
BUS151	Health Information Management — Laboratory II
PRAC116	Clinical Extension

HUMAN RESOURCES MANAGEMENT

GBC Code BU1440
St. James Campus
2 Years

Starting: September 1992, subject to College approval
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 11 English and mathematics

ABOUT THE PROGRAM: The Human Resources Professional Association of Ontario (HRPAO) offers the designation HRP to holders of their Certificate in Personnel Management Human Resources Professional (CPM) who have three or more years of related experience.

The CPM curriculum has been incorporated into George Brown's Human Resources Management program and we expect that it will meet the CPM requirements.

The HRPAO is represented on our advisory committee—a group of industry leaders who advise us on the design and delivery of the program.

CAREER PROSPECTS: Graduates will be qualified for positions in: recruitment; compensation and benefits; training and development; human rights; health and safety; human resources information systems and research; and human resources general management in a wide variety of organizations. These entry-level positions in human resources management can lead into management-level positions and, ultimately, senior-level positions.

SEMESTER 1	15 WEEKS
	Introduction to Accounting
	Language and Communications I
	Business Mathematics
	Introduction to Economics
	Organizational Behaviour
	Human Resources Administration

SEMESTER 2	19 WEEKS
	Accounting for Decision-making
	Language and Communications II
	Statistics
	Introduction to Information Systems
	Labour Economics
	Employment & Human Rights Law

SEMESTER 3	15 WEEKS
	Speaking with Confidence
	Human Relations
	Compensation & Benefits (Pay Equity)
	Staff Training & Development
	Recruitment & Selection
	Social History & Organized Labour in Canada

SEMESTER 4	19 WEEKS
	Workplace Health & Safety
	Human Resources Information Systems
	Human Resources Planning
	Managing Change: a Cooperative Task
	Collective Agreements: Negotiation & Administration
	Employment Equity

INSURANCE (BUSINESS)

GBC Code BU1180
St. James Campus
2 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent or mature student status (age 19 or older). Grade 12 English and mathematics.

ABOUT THE PROGRAM: This program is for students who wish to pursue careers in the property/casualty insurance industry. Graduates will have a thorough theoretical knowledge of the basic principles and procedures of the business, with specific instruction in property insurance, liability insurance, automobile insurance and other coverages and business-related subjects.
After satisfying the examination requirements of the Insurance Institute of Canada and completing an appropriate period of practical employment in the industry, normally one year the graduate becomes automatically eligible for election as an Associate of the Insurance Institute of Canada (AIIC), the first step towards the industry's highest professional designation, Fellow of the Insurance Institute of Canada (FIIC).

CAREER PROSPECTS:
Trainee Underwriter—Using rate manuals and established procedures, a trainee underwriter reviews applications for limited amounts of coverage on simple risks. The trainee accepts or declines cases normally requiring limited technical knowledge or experience and refers complex and unusual risks to superiors.
Claims Representative—The representative handles claims promptly, equitably and economically within the provisions of the insurance contract; investigates damage or loss; negotiates and settles assigned claims within an authorized amount; produces reports on the results of all investigations and negotiations to the claims supervisor and recommends further action on claims exceeding his/her authority.

SEMESTER 1	15 WEEKS
ENGI0I	Language and Communications
MATHI I4	Business Mathematics
ACCI00	Introduction to Accounting I
INSI00	Principles and Practice of Insurance
MARKI00	Introduction to Marketing
LAW206	Commercial Law

SEMESTER 2	19 WEEKS
INSI0I	Insurance on Property I
ENGI02	Language and Communications
MATHI I5	Business Mathematics
PSYI I7	Human Relations
INSI04	Personal Lines Production
ELECT000	Elective

SEMESTER 3	15 WEEKS
INSI02	Automobile Insurance
INS2I2	Insurance Against Crime
ENG2I4	English and the Business World
MATH2I4	Statistics I
PSY2I5	Human Resources Development
INS20I	Insurance Against Liability

SEMESTER 4	19 WEEKS
INS203	Claims I
PRAC2I7	Microcomputer Use
INSI03	Insurance On The Person
INS206	Casualty Covers
ELECT000	Elective

INTERNATIONAL TRADE (POST DIPLOMA)

St. James Campus
1 Year

Starting: September 1992, subject to College approval
Certification: Diploma

PREREQUISITES: University degree or college diploma in business or two years of relevant business, technical or professional experience.

ABOUT THE PROGRAM: This program familiarizes students with international trade practices in Canada, introduces basic import and export systems and documentation applicable to Canada, promotes an understanding of terms and conditions of international trade, and acquaints students with the international trade status of Canada relative to other countries.

CAREER PROSPECTS: Graduates may expect to obtain entry-level positions in international marketing and sales, international finance, international distribution, international project management, international purchasing, international traffic and transportation, and customs processing.

SEMESTER 1	15 WEEKS
	Fundamentals of International Marketing
	International Banking & Finance
	Customs Procedures
	International Communications
	International Market Cultures
	Faculty-directed Research I

SEMESTER 2	15 WEEKS
	International Trade Law
	International Negotiation, Bids & Purchases
	International Traffic & Transportation
	International Business & Strategic Planning
	International Customer Relations
	Faculty-directed Research II

INVESTMENT SALES ASSISTANT

GBC Code BU1410
St. James Campus
32 Weeks

Starting: September
Certification: Certificate

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). An English proficiency test and an interview are required.

ABOUT THE PROGRAM: This 32-week program, which is unique in Canada, will train people to handle day-to-day transactions in financial markets. While graduates will not be involved with selling investments directly, they will be responsible for supporting the millions of transactions that affect the financial future of corporations, governments and individual clients around the world.

CAREER PROSPECTS: Sales assistant to financial brokers.

SEMESTER 1	16 WEEKS
BUS152	Industry Overview
EC103	Economics
BUS153	Financial Management and Analysis I
ELS101	Speaking with Confidence —Part I
BUS156	Faculty-Directed Canadian Securities Study Course
BUS185	Managing Your Job and Yourself

SEMESTER 2	16 WEEKS
BUS157	Financial Management and Analysis II
BUS158	Business Law
ELS102	Speaking with Confidence — Part II
MATH139	Mathematics of Finance
BUS174	Faculty-Directed Canadian Securities Study Course
BUS154	Micro-Computer Applications

MICROCOMPUTER OPERATOR

GBC Code BUS5390
St. James Campus
28 Weeks

Starting:
Certification: Certificate

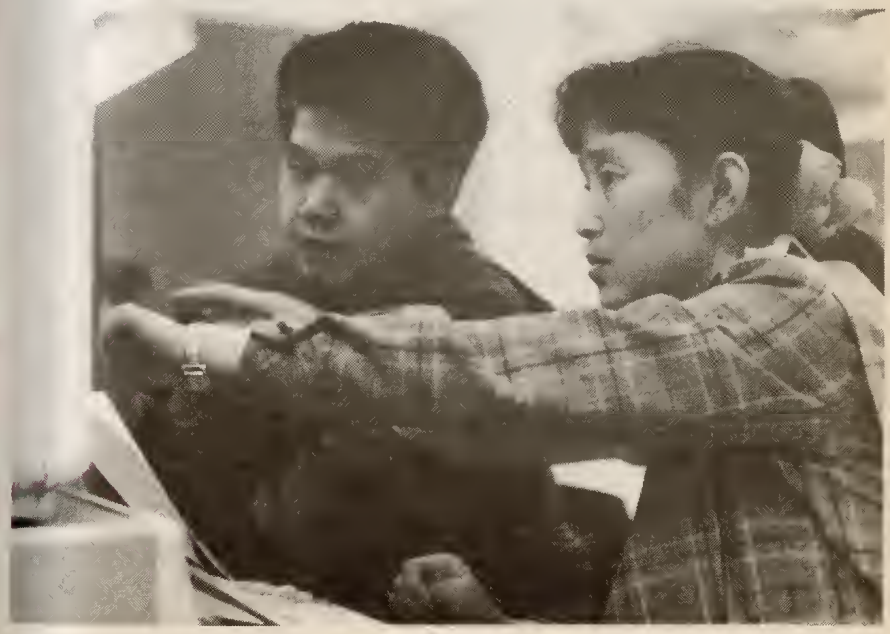
PREREQUISITES: Ontario Grade 10 in English and mathematics or demonstrated Academic Upgrading Level III ability on admission tests in English and mathematics. Typing speed of 25 wpm.

ABOUT THE PROGRAM: This 28-week program allows students to learn microcomputer fundamentals. Included are word processing, database management, spreadsheet, and general accounting applications. Students begin by learning to manually perform elementary accounting functions up to and including the financial statements. Also, the proper format for business correspondence and other documents is reviewed, along with improving keyboarding skill.

CAREER PROSPECTS: Entry-level positions in secretarial or accounting/bookkeeping areas in businesses where automated equipment is used and which require people with hands-on experience with computerized equipment.

SEMESTER 1	14 WEEKS
KB500	Keyboarding II through IV
ENG589	Business Communications I
MATH579	Business Mathematics I
ACC512	Introduction to Accounting
BUS513	Document Preparation
BSS508	Microcomputer Fundamentals & Database Management
WORD510	Word Processing

SEMESTER 2	14 WEEKS
KB501	Keyboarding II through IV
ENG590	Business Communications II
MATH580	Business Mathematics II
BUS518	Document Preparation and Machine Transcription
ACC522	Introduction to Accounting
BSS509	Computer Statistics & Microcomputer Applications



OFFICE ADMINISTRATION–DENTAL

GBC Code BU1300
St. James Campus
1 Year

Starting: September
Certification: Certificate

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 English and Grade 11 or 12 biology and chemistry. Typing speed of approximately 35/40 wpm.

ABOUT THE PROGRAM: This program prepares individuals with the combination of dental clinical knowledge and office administrative skills necessary for the effective management of a dental practice.

CAREER PROSPECTS: Graduates of the Dental Office Administration program will be able to contribute in a meaningful way to the dental health care team. Graduates can look forward to employment in the management aspects of a dental practice.

SEMESTER 1	15 WEEKS
DENT114	Dental Office Procedures I
ACC126	Accounting
KB105	Keyboarding I
ENG162	Language and Communication
BUS193	Personal Effectiveness
PSY163	Psychology – Dental
DENT127	General Dental Sciences I

SEMESTER 2	19 WEEKS
KB113	Keyboarding For Computer Users
EDP116	Micro and Business Applications
DENT133	Dental Office Procedures
DENT122	Orientation to Radiography
DENT127	General Dental Sciences II
DENT132	Dimensions in Dental Management
DENT134	Dental Office Admin Pre-Graduate Experience

OFFICE ADMINISTRATION–EXECUTIVE

GBC Code BU1061
St. James Campus
2 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 English.

ABOUT THE PROGRAM: This program is designed to help students develop strong basic skills in typing, notetaking, transcription, accounting, word processing, verbal and written communication, and office procedures. Students have an opportunity to develop the skills required in today's electronic office. The program shares a common first semester with the Legal, Medical, and Information Systems programs. This provides the opportunity for a student to transfer to any of these programs after successfully completing Semester I.

CAREER PROSPECTS: Graduates will be well prepared to cope with the secretarial responsibilities of entry-level positions. This training plus experience should lead to advancement in an organization, including positions such as executive assistant and administrative assistant.

SEMESTER 1	15 WEEKS
BUS188	Document Preparation
ENG101	Language and Communications
MATH155	Business Mathematics I
ACC126	Introductory Accounting
KB105	Keyboarding I
BUS193	Personal Effectiveness
BUS191	Procedural Analysis

SEMESTER 2	19 WEEKS
ENG104	Business Communication
WORD119	Introduction to Microcomputers and Word Processing
SH105	Notetaking
MATH156	Business Mathematics II
KB108	Keyboarding II
DIC110	Machine Transcription

SEMESTER 3	15 WEEKS
ENG201	English and the Business World
WORD	Word Processing/ Machine Transcription
KB204	Keyboarding III
OP	Office Procedures
SH	Notetaking II
BUS140	Microcomputers in Business

SEMESTER 4	19 WEEKS
ENG219	Business Communication
RM209	Records Management
DIC211	Dictation Techniques
PSY216	Human Resource Management
WORD219	Advanced Word Processing/ Machine Transcription
KB214	Keyboarding IV
ELECT	Elective

OFFICE ADMINISTRATION–LEGAL

GBC Code BU1062
St. James Campus
2 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent or mature student status (age 19 or older). Grade 12 English.

ABOUT THE PROGRAM: The Legal program is designed to help students develop strong basic skills in typing, notetaking, transcription, accounting, word processing, verbal and written communications, and office procedures. These are further developed and refined through the study, preparation and processing of legal correspondence and documentation.

Students are given a thorough foundation of legal terminology and office procedures in the litigation, family, corporate and commercial, real estate and estate areas of law. The traditional secretarial skills, combined with hands-on training on microcomputer equipment and relevant applications, prepare highly qualified graduates who are capable of working effectively in the legal office environment. This program shares a common first semester with the Executive, Medical and Information Systems programs; therefore, a change of program can be made after the successful completion of Semester one if the student wishes to do so.

CAREER PROSPECTS: Law firms and corporate legal departments are in constant need of qualified legal secretaries. Entry-level positions involve document preparation and general correspondence. College training and experience can lead to more involved activities often performed by paralegals and law clerks.

SEMESTER 1	15 WEEKS
BUS188	Document Preparation
ENG101	Language and Communications
MATH155	Business Mathematics I
ACC126	Introductory Accounting
KB105	Keyboarding I
BUS193	Personal Effectiveness
BUS191	Procedural Analysis

SEMESTER 2	19 WEEKS
ENG104	Business Communication
WORD119	Introduction to Microcomputers and Word Processing
OP206	Legal Office Procedures I
LAW103	Legal Terminology
MATH156	Business Mathematics II
KB108	Keyboarding II
SH105	Notetaking

SEMESTER 3	15 WEEKS
ENG209	English and the Business World
WORD220	Legal Word Processing/ Machine Transcription I
OP207	Legal Office Procedures II
LAW202	Business Law I
KB204	Keyboarding III
SH	Notetaking II

SEMESTER 4	19 WEEKS
ENG219	Business Communication
OP217	Legal Office Procedures III
LAW203	Business Law II
KB214	Keyboarding IV
WORD221	Legal Word Processing/ Machine Transcription II
ELEC	Elective

OFFICE ADMINISTRATION–MEDICAL

GBC Code BU1063
St. James Campus
2 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 English.

ABOUT THE PROGRAM: The two-year medical program gives students the opportunity to develop skills, abilities and knowledge which are needed in today's medical offices. Practical skills, including keyboarding, word processing, medical terminology, medical transcription and medical office procedures are important parts of the program. The role of modern technology in the office in terms of information processing systems is stressed; computerized OHIP billing is featured. This program shares a common first semester with the Legal, Information Systems and Executive programs; therefore, a change of program can be made after the successful completion of Semester one if the student wishes to do so.

CAREER PROSPECTS: Employment opportunities exist in doctors' offices, clinics, pharmaceutical companies, government agencies, and hospitals as medical receptionists, physicians' secretaries, hospital ward clerks, medical transcriptionists, etc. Career advancement to supervisory level is contingent on experience.

SEMESTER 1	15 WEEKS
BUS188	Document Preparation
ENG101	Language and Communications
MATH155	Business Mathematics I
ACC126	Introductory Accounting
KB105	Keyboarding I
BUS193	Personal Effectiveness
BUS191	Procedural Analysis

SEMESTER 2	19 WEEKS
ENG104	Business Communication
WORD119	Introduction to Microcomputers and Word Processing
BUS139	Medical Office Procedures I
BUS143	Machine Transcription
BUS144	Medical Terminology I
MATH156	Business Mathematics II
KB108	Keyboarding II

SEMESTER 3	15 WEEKS
ENG209	English and the Business World
BUS270	Medical Terminology II
KB204	Keyboarding III
WORD222	Medical Word Processing/ Machine Transcript I
BUS269	Medical Office Procedures II
ELEC	Elective

SEMESTER 4	19 WEEKS
ENG219	Business Communication
PSY215	Human Resource Management
BUS274	Medical Terminology III
KB214	Keyboarding IV
WORD223	Medical Word Processing/ Machine Transcription II
BUS273	Medical Office Procedures III

OFFICE ADMINISTRATION—OFFICE SYSTEMS

GBC Code BU1270 **Starting:** September
St. James Campus **Certification:** Diploma
2 Years

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 English.

ABOUT THE PROGRAM: This program provides graduates with a working knowledge of microcomputer fundamentals and applications. Included are word processing, database management, spreadsheet and integrated software packages. Communication skills and supervisory techniques are emphasized. This program shares a common first semester with the Executive, Legal and Medical programs; therefore, a change of program can be made after Semester one if the student wishes to do so.

CAREER PROSPECTS: Graduates from this program are able to fill entry-level positions in an electronic office. This training plus experience should lead to advancement in an information systems environment.

SEMESTER 1	15 WEEKS
BUS188	Document Preparation
ENG101	Language and Communications
MATH155	Business Mathematics I
ACC126	Introductory Accounting
KB105	Keyboarding I
BUS193	Personal Effectiveness
BUS191	Procedural Analysis

SEMESTER 2	19 WEEKS
ENG104	Business Communication
WORD119	Intro to Microcomputers and Word Processing
RM209	Records Management
RM113	Forms Management & Design
MATH156	Business Mathematics II
KB108	Keyboarding II
ELEC	Elective

SEMESTER 3	15 WEEKS
WORD214	Word Processing/Machine Transcription
KB204	Keyboarding III
BUS140	Microcomputer in Business
RM	Manuals Management
ENG209	English & The Business World
OP	Office Procedures

SEMESTER 4	19 WEEKS
EDP	Advanced Computer Topics
DIC211	Dictation Techniques
KB214	Keyboarding IV
WORD215	Wordprocessing III
ENG219	Business Communication
PSY215	Human Resource Management

PROPERTY MANAGEMENT

GBC Code BU1140 **Starting:** September
St. James Campus **Certification:** Diploma
2 Years

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 English and mathematics.

ABOUT THE PROGRAM: Every company needs good managers — people who are willing to make decisions, see that work is done on time within a budget, and know how to encourage their employees to give top performance. The property management field is no exception. The curriculum of this program has been developed by leaders of the property management industry and prepares students for certification in the public and private sectors. In addition to collecting rents, the professional manager must be able to train and direct staff, set budgets, administer funds, keep tenants content, keep the property up to standard that will increase its value and run the project as if it were his/her own investment.

Graduates of the program are employed by such firms as Royal LePage, Greenwin Property Management, Metro International, Ontario Housing Corporation.

CAREER PROSPECTS: Graduates can expect to be employed as assistant property managers for residential properties — apartments, condominiums, town houses, public housing, co-op housing; commercial properties — office buildings, shopping centres, industrial properties — warehouses, industrial plazas.

SEMESTER 1	15 WEEKS
HOUS111	Housekeeping—Theory
ACC100	Accounting
SEC111	Security and Safety
LAW105	Law—Real Estate
LAW111	Law
MATH148	Mathematics
ENG101	Language & Communications

SEMESTER 2	17 WEEKS
(Second semester includes two weeks work experience in industry.)	
REL112	Resident Management
MAIN111	Maintenance—Theory
MAIN112	Maintenance—Practical
ENG159	Language and Communications
URB100	Urban Studies—I
URB110	Urban Studies—II
PROP211	Amenity and Common Area Management
PRAC111	Management Practice (Work Experience)
HOUS112	Housekeeping—Practical

SEMESTER 3	15 WEEKS
MARK211	Advertising and Sales Promotion
INS211	Insurance
INS213	Insurance
REL212	Residential Management
PRAC213	Mortgage Administration
ARCH101	Mechanical Systems—Heating & Air Cond.
PROP213	Office Building Management
PRAC217	Microcomputer Use

SEMESTER 4	17 WEEKS
(Fourth semester includes two weeks work experience in industry.)	
MARK212	Advertising and Sales Promotion
ACC213	Accounting for Property Management
PRAC211	Management Practice (Work Experience)
PROP205/215	Condominium Management
PROJ200	Research Project
ARCH102	Mechanical Systems—Plumbing & Electrical
PROP214	Shopping Centre Management
PSY215	Human Resources Development

Retail Management – Parallel Co-op

GBC Code BU1220 **Starting:** September
St. James Campus **Certification:** Diploma
2 Years

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent or mature student status (age 19 or older). Grade 12 English and mathematics. A personal interview with the program co-ordinator.

ABOUT THE PROGRAM: The Retail Management program prepares students to enter the field of retailing in a wide variety of job-entry occupations and, with experience, move upward into management levels. Students are introduced to both theory and practice and strong emphasis is placed on practical application achieved through work experience.
Retail Management is a natural to be offered at George Brown's St. James Campus, located so close to Toronto's downtown retailers. Guest speakers, field trips, projects and assignments can be obtained or accomplished within a few blocks. Many students are able to fulfill their part time employment requirements in a nearby store.

CO-OPERATIVE EDUCATION: Parallel co-operative education occurs in the first and third semesters of each year, while the second semester of each year is entirely in-class. Parallel semesters include up to 14 hours per week of classroom instruction and at least 16 hours per week of paid work experience.

CAREER PROSPECTS: Entry-level careers include management trainee, buyer trainee, assistant manager, visual merchandising, customer service representative. Experience can lead to other careers such as regional or head office manager, buyer, marketing manager, merchandise manager, store planner, independent owner.

SEMESTER 1	15 WEEKS
SEL100	Selling 1
ELS126	Speaking with Confidence
BUS122	Job Search
MATH148	Mathematics
Work Experience 1	

SEMESTER 2	16 WEEKS
PERS104	Personnel 1
MER101	Merchandising 1
PROD101	Product Awareness
BUY101	Buying & Inventory Management
ENG101	Language & Communications
MATH135	Math of Merchandising

SEMESTER 3	16 WEEKS
ACC121	Accounting
MARK106	Market Analysis
PRAC217	Microcomputer Use
ENG102	Language & Communications
Work Experience 2	

SEMESTER 4	15 WEEKS
ADV200	Advertising & Promotion
MAN200	General Management I
MER201	Merchandising II
SEC112	Security
Work Experience 3	

SEMESTER 5	16 WEEKS
BUS212	Career Planning
BUY201	Buying & Inventory
MARK210	Marketing II
PERS204	Personnel II
SBM166	Small Business Management
SEC212	Loss Prevention
SEL200	Selling II

SEMESTER 6	16 WEEKS
ACC114	Accounting
LAW213	Law
MAN203	General Management II
ENG214	Language & Communication

Small Business Management (Business Administration)

A Co-Operative Education Program

GBC Code BU1240 **Starting:** September
St. James Campus **Certification:** Diploma
2 Years

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 English and mathematics.

ABOUT THE PROGRAM: The College's co-operative education program addresses both the opportunity which the growth in small businesses provides, and the necessity of improving the survival rate of such businesses, by graduating students suited to the needs of this vital business sector.
The program integrates the whole area of business principles and practice in the way that an entrepreneur will have to understand them to handle all these functions in his/her new business. The alternating classroom and co-op work-terms, and the extensive use of the case study method, prepares graduates for work without a long training period.

CO-OPERATIVE EDUCATION: This system integrates classroom study with related, paid work terms, in business, manufacturing, service or retail industries. Each work term provides an opportunity to gain valuable experience in the real working world as co-op students are treated as regular company employees. Students compete for co-op positions or obtain their own positions subject to the approval of the Co-op Education Advisor. During each work term, students are required to complete a work term report.
Academic semesters and co-op work terms alternate as follows:

	SEPTEMBER-DECEMBER	JANUARY-APRIL	MAY-AUGUST
YEAR 1	Academic Term 1	Academic Term 2	Work Term 1
YEAR 2	Academic Term 3	Work Term 2	Academic Term 4

CO-OP STUDENT INTERVIEWS: Prior to the first academic term, all students considering the Small Business Management Co-operative Education program must arrange a personal interview with the co-ordinator of the Small Business Management program. The purpose of this interview is to communicate the student's responsibility and college requirements for involvement in co-op education.

CAREER PROSPECTS: Career opportunities for graduates are mainly in small business. The program is ideal for anyone planning to manage a small business, enter a family business or start a new business.

SEMESTER 1	15 WEEKS
SBM166	Small Business Management
MARK100	Introduction to Marketing
ACC100	Introduction to Accounting 1
IS115	Introduction to Information Systems
ENG101	Language and Communications 1
MATH114	Business Mathematics

SEMESTER 2	17 WEEKS
EC0120	Introduction to Economics
BUS123	Company Organization – Business Regulations
ACC102	Accounting for Decision Making
BUS124	Microcomputer Packages and Applications
ENG102	Language and Communications II
MATH214	Statistics 1

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SEMESTER 3	16 WEEKS (Work Term)
Monitored work experience in student's selected career area.	

SEMESTER 4	15 WEEKS
MARK216	Marketing Your Business
BUS237	Retail Strategies
ACC114	Financial Statements — Development, Use & Application
BUS238	Business Case Studies
ENG214	English and the Business World
PD100	Introduction to Distribution Management
BUS126	Presentations & group discussions on work experience

SEMESTER 5	16 WEEKS (Work Term)
Monitored work experience in student's selected career area.	

SEMESTER 6	17 WEEKS
BUS239	Effective Selling
BUS240	Using the Personal and Business Computer
MAN201	Money Management & Banking
MAN202	Internal Business Management
BUS242	Behavioural Sciences in Business
BUS244	Presentations & group discussions on work experience

SPORTS MARKETING (POST DIPLOMA)

GBC Code BU4480
St. James Campus
1 Year

Starting: September
Certification: Diploma

PREREQUISITES: Experience in sport marketing (minimum 150 hours); college diploma or other post-secondary training in marketing and related topics, or equivalent experience; interview with the program co-ordinator.

ABOUT THE PROGRAM: This post-diploma program prepares graduates to function productively at the operational level and to proceed to management positions in a sport marketing environment. Work experience is an integral part of the program. The program makes extensive use of guest speakers, case studies, practical projects, and simulations requiring analytical decision making.

CAREER PROSPECTS: Graduates will progress to marketing management positions in organizations such as manufacturers and distributors of sporting goods, sport marketing agencies, sport associations, teams, government agencies and commercial sports facilities.

SEMESTER 1	15 WEEKS
SPMK400	Applications in Sport Marketing
SPMK401	Sport and Society
SPMK402	Sport Marketing Management
SPMK413	Microcomputer Applications for Sport Marketing
SPMK404	Sport Event Planning and Management I

SEMESTER 2	19 WEEKS
SPMK410	Applied Interpersonal Skills
SPMK411	Media Applications in Sport
SPMK412	Licensing and Merchandising Sport Products
SPMK403	Sport Applications of General Management
SPMK414	Sport Event Planning and Management II

WORKERS' COMPENSATION CLAIMS MANAGEMENT (POST DIPLOMA)

GBC Code BU4470 **Starting:** September
St. James Campus **Certification:** Certificate
38 Weeks

PREREQUISITES: Minimum entry — a two-year Community College Diploma or equivalent standing. Personal interview required.

ABOUT THE PROGRAM: This one-year certificate program focuses on the various aspects of the workers' compensation claims management role. It is designed to provide technical knowledge of the Workers' Compensation Act and the adjudicative process to both obtain and disseminate information about case administration and to assist in the management of case records.

CAREER PROSPECTS: Graduates are employed by the Workers' Compensation Board, private and government agencies providing advocacy to workers and employers, and public and private businesses and industries employing large numbers of workers.

SEMESTER 1	15 WEEKS
ANAT401	Anatomy and Physiology I
PATH400	Pathophysiology I
COMM401	Communication
WC400	Workers' Compensation Adjudication Theory I
WC401	Workers' Compensation Adjudication Lab I
WC402	Legal Implications of Workers' Compensation Adjudication

SEMESTER 2	19 WEEKS
ANAT402	Anatomy and Physiology II
PATH401	Pathophysiology II
MAN402	Management Theory
WC403	Workers' Compensation Adjudication Theory II
WC404	Workers' Compensation Adjudication Lab II
WC405	Workers' Compensation Overview
WC406	Clinical Extension (4 weeks)

COMMUNITY SERVICES

CHAIRPERSON:
Jeff Vile

Mamie Armaly graduated from Early Childhood Education in 1985. She is now Supervisor of the Margaret Fletcher Day Care Centre at the University of Toronto.

ACTIVATION CO-ORDINATOR/GERONTOLOGY

GBC Code AP1090 **Starting:** September
St. James Campus **Certification:** Diploma
4 Semesters

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Volunteer or work experience with older people. Applicants must submit proof of a satisfactory medical examination and attend a personal interview. (Please call 867-2185 for an appointment.)
Before entering Year 2 (Semester 3), students are required to produce evidence they have completed a Standard First Aid course.

ABOUT THE PROGRAM: An activation co-ordinator is a human service professional with specific knowledge in gerontology, whose major goal is to promote and provide meaningful activity based on individual and group needs (physical, social, emotional, intellectual and spiritual).

The program develops therapeutic skills for people seeking careers in activity programming in either institutional or community settings providing services for elderly persons.

The three-day-per-week academic component encompasses the scientific study of the problems of aging. The two-day-per-week experiential component offers students the opportunity to integrate theory with practice in an institutional or community setting under the close supervision of a professional practitioner.

This program is also offered part-time.

CAREER PROSPECTS: The increasing population of older people has created a growing demand for workers with knowledge and skills specific to the needs of later life. Graduates are employed in nursing homes, homes for the aged, retirement homes, day-care centres for seniors and community-based service agencies.

SEMESTER 1	15 WEEKS
ACT109	Group Processes I
ACT103	Ambulation and Exercise
GERI101	Biology of Aging
ENG128	Communications I
FLDW101	Field Work Seminar
FLDP101	Field Practice
ACT208	Assessment Skills
ACT104	Activity Planning

SEMESTER 2	19 WEEKS
ACT110	Special Needs
PSYI16	Introduction to Gerontology
FLDW102	Field Work Seminar
FLDP102	Field Practice
ACT119	Group Processes II
ACT105	Use of Crafts & Hobbies
PSYI69	Introductory Psychology
ACT226	Therapeutic Programming

SEMESTER 3	15 WEEKS
ACT210	Organizational Management Skills I
ACT212	Psycho-Geriatrics
ACT106	Normalization and Remotivation
FLDW203	Field Work Seminar
FLDP203	Field Practice
ACT214	Counselling Skills
ACT100	Growth & Development
ACT217	Program Development & Evaluation

SEMESTER 4	19 WEEKS
ACT211	Organizational Management Skills II
CS200	Coordination Skills
FLDW204	Field Work Seminar
FLDP204	Field Practice
ACT215	Community Resources
ACT227	Values, Ethics & Professionalism
SOCI72	Introductory Sociology

CHILD AND YOUTH WORKER

GBC Code AP1110 **Starting:** September
St. James Campus **Certification:** Diploma
6 Semesters

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Advanced English at the senior level is strongly recommended. Volunteer or work experience with older children and/or adolescents. Applicants are required to attend an interview/information session and complete a written questionnaire. Please call 867-2185 to arrange for this session. Successful applicants must submit proof of a satisfactory medical examination.
Before entering semester 2, students are required to produce evidence that they have completed a Standard First Aid course.

BACKGROUND: All applicants should have experience with older children or adolescents, which could have been gained through recreation, camp counselling, "Y" programs or volunteer community programs.

ABOUT THE PROGRAM: The program develops therapeutic skills and abilities in students, enabling them to work creatively with other professionals concerned with the care and treatment of children and adolescents with problems. The academic subjects taken in the program are correlated closely with continuous supervised field experience. The development of self-awareness and emotional maturity is emphasized along with the ability to relate effectively to other people.
Field placements include psychiatric hospitals, group homes and special education classrooms. In second and third year, students are expected to work shifts (not overnight) and may be requested to work one weekend per month.
This program is also available part-time for people who work with troubled children or adolescents.

CAREER PROSPECTS: Graduates find employment in treatment centres, group homes, hospitals, schools and community-based treatment programs. Employment prospects are excellent.

SEMESTER 1	17 WEEKS
CHI110	Health and Nutrition
CHI111	Introduction to Psychology
CHI112	Human Growth and Development
CHI113	Therapeutic Activities
CHI102	Integrative Seminar
CHI115	Group Dynamics
CHI121	Field Practice
ELS115	Language and Communications I
CHI122	Introduction to Child and Youth Care

SEMESTER 2	17 WEEKS
CHI112	Human Growth and Development
CHI115	Group Dynamics
CHI109	Interviewing and Counselling I
CHI113	Therapeutic Activities
CHI119	Child & Youth Work Methods
CHI102	Integrative Seminar
CHI121	Field Practice
ELS125	Language and Communications II
CHI124	Therapeutic Foundations

SEMESTER 3	17 WEEKS
CHI209	Interviewing & Counselling II
CHI201	Adolescent Development
CHI230	Programming for Adolescents
CHI200	Normal Family Processes
CHI212	Child & Youth Work Methods II
CHI213	Integrative Seminar
CHI214	Field Practice
CHI118	Introduction to Sociology

SEMESTER 4	17 WEEKS
CHI207	Working with Families
CHI206	Human Sexuality
CHI212	Child and Youth Work Methods II
CHI213	Integrative Seminar
CHI214	Field Practice
CHI215	Assessments and Plans of Care

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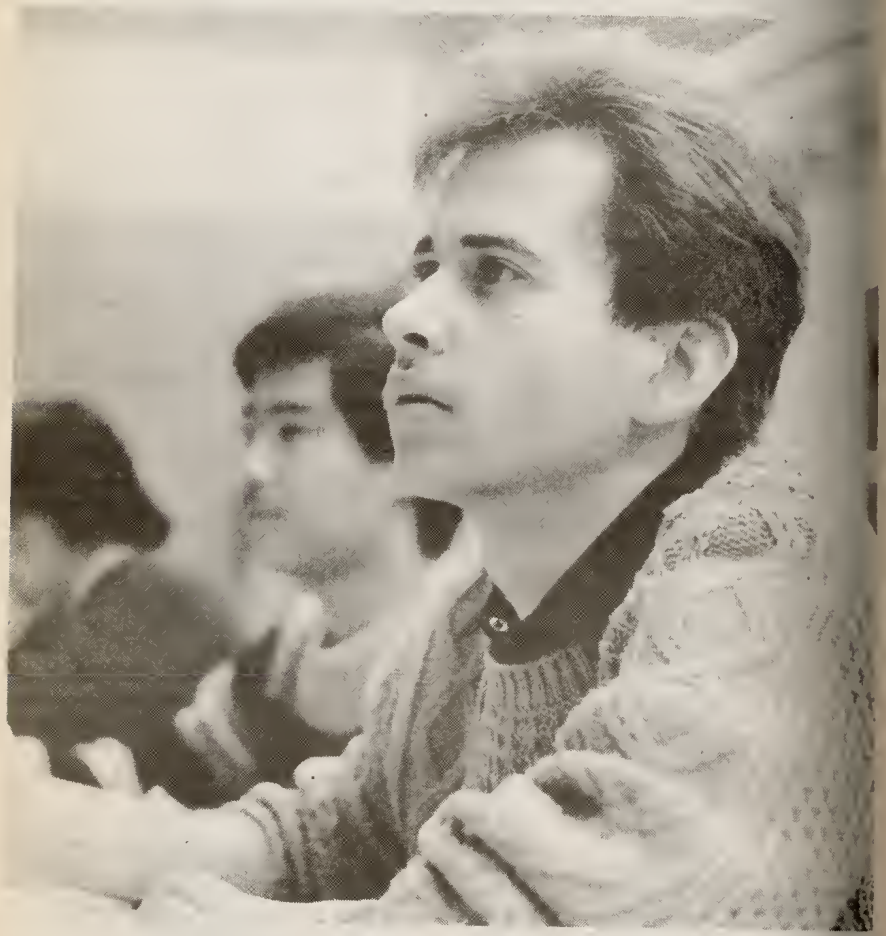
SEMESTER 5	17 WEEKS
CHI312	Exceptional Children
CHI321	Psychopathology I
CHI303	Supervision and Team-building
CHI305	Integrative Seminar
CHI306	Field Practice
CHI204	Research Methods

SEMESTER 6	17 WEEKS
CHI300	Values, Ethics and Professionalism
CHI331	Psychopathology II
CHI308	Integrating Theory and Practice
CHI320	Legislation and Social Issues
CHI305	Integrative Seminar
CHI306	Field Practice



COMMUNITY WORKER

GBC Code AP1070
St. James Campus
4 Semesters

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Applicants must attend a group interview, which can be arranged by calling 867-2185.

BACKGROUND: Extensive life experience, belief in the involvement of people in decision-making, commitment to social change and previous community involvement are assets. The ability to communicate verbally and in writing is essential.

ABOUT THE PROGRAM: The Community Worker program enables people with a commitment to community work to enhance and develop their knowledge and skills. Graduates of this program provide leadership to community groups who need help in identifying and taking action on community problems.
The program consists of classroom instruction and field work practice. Emphasis is placed on sharing ideas and experiences. Students are expected to be mature and self-directing and to assume the major responsibility for their own learning.
In second year, students select areas of concentration.

CAREER PROSPECTS: The community worker is a generalist in community development who works primarily in a resource capacity with groups and community organizations. Graduates are employed in co-operatives, advocacy groups, community centres, ethnic communities, immigrant and refugee services, and in organizing services such as day care, programs for seniors and housing.

SEMESTER 1	17 WEEKS
CWI16	Field Work I
CWI17	Field Work Seminar I
CWI31	Processes in Facilitating Community Groups II
CWI19	Community Work Theory and Practice I
CW120	Political Science I
CW121	Sociology
CW122	Human Growth and Behaviour
ELSI07	English Basics for Community Workers

SEMESTER 2	17 WEEKS
CWI16	Field Work I
CWI17	Field Work Seminar I
CW126	Business Administration
CWI19	Community Work Theory and Practice I
CW141	Processes in Facilitating Community Groups II
CW120	Political Science I
CW121	Sociology
ELSI09	English for Community Workers

(continued...)

SEMESTER 3	17 WEEKS
CW219	Community Work Theory and Practice II
CW216	Field Work II
CW217	Field Work Seminar II
CW220	Political Science II
CW223	Counselling for Community Workers
ELECT	Elective
ELECT	Elective

Choose 2 of the following 4 electives:

CW224	Aging in the Community
CW229	Applied Research Project
CW226	Co-op Management Studies
CW223	Cross-Cultural and Anti-Racist Strategies in Community Work

SEMESTER 4	17 WEEKS
CW219	Community Work Theory and Practice II
CW216	Field Work II
CW217	Field Work Seminar II
CW220	Political Science II
CW241	Processes in Facilitating Community Groups III
ELECT	Elective
ELECT	Elective

Choose 2 of the following 4 electives:

CW222	Community Legal Services
CW235	Community Resources for the Elderly
CW232	Community Economic Development
CW229	Applied Research Project

COUNSELLOR/ADVOCATE FOR ASSAULTED WOMEN AND CHILDREN

GBC Code AP1150
Nightingale Campus
4 Semesters

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Applicants must attend a personal interview.

ABOUT THE PROGRAM: This program provides students with a feminist analysis of the political and counselling issues related to violence against women and children. It trains students to be change agents in their work of community education, political action and law reform. It prepares students to provide counselling and advocacy for women and children who have experienced or are experiencing violence. A major portion of the program is the field work component. The mature student with personal, volunteer or employment experience in women's services is the preferred applicant to this program.

CAREER PROSPECTS: Graduates will work in a variety of settings including transition and interval houses, rape crisis centres, women's health centres and community centres.

SEMESTER 1	17 WEEKS
AWC110	Group Process I (Support Groups)
AWC100	Women, Race & Class
AWC113	Gender Identity Development
AWC120	Feminist Counselling Skills
AWC106	Women's Achievements Through Time
AWC119	Women and the Law I
AWC109	Wife Assault: Social & Political Issues
AWC108	Intro to Violence Against Women & Children
ENG161	English

SEMESTER 2	17 WEEKS
AWC111	Group Process II (Group Dynamics)
AWC102	Psychology of Women
AWC206	Incest & Child Sexual Abuse: Social & Political Issues
AWC207	Feminist Counselling: Theory & Practice
AWC118	Wife Assault: Counselling Issues
AWC115	Field Work Seminar I
AWC116	Field Placement I (2 days)
ENG165	Report Writing
AWC123	Cross Cultural Communications

SEMESTER 3	17 WEEKS
AWC201	Group Process III (group leadership)
AWC117	Incest & Child Sexual Abuse: Counselling Issues
AWC208	Sexual Assault: Social & Political Issues
AWC209	Feminist Political Action I
AWC202	Women & the Law II
AWC215	Field Work Seminar II
AWC216	Field Placement II (3 days)

SEMESTER 4	17 WEEKS
AWC211	Group Process IV (working with community groups)
AWC210	Feminist Political Action II
AWC213	Sexual Assault: Counselling Issues
AWC214	Programs for Children of Assaulted Women
AWC225	Field Work Seminar III
AWC226	Field Placement III (3 days)

DAY CARE ASSISTANT

GBC Code AP1120 **Starting:** September
Nightingale Campus **Certification:** Certificate
2 Semesters

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Basic level credits will be considered on an individual basis. Applicants must attend an information/ interview session, and submit proof of a satisfactory medical examination. Before entering Semester 2 students are required to produce evidence that they have completed a Standard First Aid course.

BACKGROUND: Previous work/volunteer/co-op experience with young children is desirable, but not essential.

ABOUT THE PROGRAM: The program trains students to work as assistants with young children aged 6 weeks — 10 years, in day-care centres, nursery schools, and family home day-care settings. Emphasis is placed on basic skill development.

Within each semester, the weeks are divided into 3 days of classroom theory, and 2 days of field experience. In addition there is a 3-week block field placement in each semester.

CAREER PROSPECTS: Graduates find employment as assistant teachers in day-care centres, nursery schools, or as family home day care providers. Graduates may enter the E.C.E. diploma program with advanced standing.

SEMESTER 1	17 WEEKS
DAY100	Infant and Child Development
DAY101	Interpersonal Communications
DAY102	Principles of Day Care I
DAY106	Music and Storytelling
DAY104	Creative Activities
DAY107	Field Work Seminar
DAY105	Field Work
ELS105	Communications — Report Writing

Choose 1 of the following 3 electives

DAY110	Group Care Option
DAY120	Family Care Option
DAY130	Family Visitor Option

SEMESTER 2	17 WEEKS
DAY100	Infant and Child Development
DAY101	Interpersonal Communications
DAY112	Principles of Day Care II
DAY104	Creative Activities
DAY103	Health, Safety and Nutrition
DAY107	Field Work Seminar
ELS106	Language and Communications
ELECT	Elective

EARLY CHILDHOOD EDUCATION

GBC Code AP1050 **Starting:** September and February
Nightingale Campus **Certification:** Diploma
4 Semesters

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Applicants are required to complete a questionnaire, attend an information session, and submit proof of a satisfactory medical examination. Before entering year 2, students are required to produce evidence they have completed a Standard First Aid course.

BACKGROUND: Experience in working with infants and young children is desirable, but not essential.

ABOUT THE PROGRAM: The program prepares students to work in nursery and day-care settings with children aged six weeks to ten years, including children with special needs. Emphasis is placed on skill development.
Each semester is divided evenly into alternating academic and field work blocks, e.g. Semester 1 has 8 weeks of theory classes followed by 7 weeks of practical experience in an approved centre. Graduates receive an Early Childhood Education Diploma and are eligible, after two years' work experience, to apply for certification by the Association for Early Childhood Education of Ontario.
This program is also offered part-time.

CAREER PROSPECTS: Graduates find employment in government and private day-care centres and nursery schools. Opportunities also exist in pediatric playrooms, special education settings, parent-child resource centres, junior kindergarten and therapeutic nursery programs. Graduates are eligible to apply for advanced standing in degree programs.

SEMESTER 1	16 WEEKS
ECE100	Infant and Child Development
ECE101	Health, Safety & Nutrition
ECE103	Interpersonal Communications
ECE119	Day Care Principles
ECE106	Creative Expression
PSY107	Introductory Psychology
ECE110	Field Work Seminar
ECE113	Field Practice
ELS106	Language and Communications
SOC106	Intro Sociology
ELS	English Skills I (if required)
ECE112	Infant/Toddler Skills 1
or ECE115	Pre-School Skills 2
or ECE223	School-age Skills 3

SEMESTER 2	16 WEEKS
ECE100	Infant and Child Development
ECE101	Health, Safety & Nutrition
SOC106	Introductory Sociology
ECE103	Interpersonal Communications
ECE119	Day Care Principles
ECE106	Creative Expression
ECE111	Field Work Seminar
ECE114	Field Practice
ELS106	Language and Communications
PSY107	Intro Psychology
ECE112	Infant/Toddler Skills 1
or ECE115	Pre-School Skills 2
or ECE223	School-age Skills 3

(continued...)

SEMESTER 3	16 WEEKS
ECE200	Human Growth and Development
ECE201	Children with Special Needs
ECE204	History and Philosophy of ECE
ECE220	Policy, Management and Legislation
ECE206	Family Dynamics
ECE207	Parent Involvement
ECE210	Field Work Seminar
ECE212	Field Practice
ECE217	Principles of Day Care II
ECE209	Creative Expression II
ECE112	Infant/Toddler Skills 1
or ECE115	Pre-School Skills 2
or ECE223	School-age Skills 3

SEMESTER 4	16 WEEKS
ECE200	Human Growth and Development
ECE201	Children with Special Needs
ECE204	History and Philosophy of ECE
ECE220	Policy, Management and Legislation
ECE206	Family Dynamics
ECE207	Parent Involvement
ECE211	Field Work Seminar
ECE213	Field Practice
ECE217	Principles of Day Care II
ECE209	Creative Expression II
ECE112	Infant/Toddler Skills 1
or ECE115	Pre-School Skills 2
or ECE223	School-age Skills 3*

*** Over the four semesters, students must complete Skills 1, 2 and 3.**

HEALTH CARE AIDE

GBC Code AP7530
St. James Campus
16 Weeks

Starting: September, January and March
Certification: Certificate

PREREQUISITES: Facility in English. Personal interview. (Please call 867-2185 for an appointment.)

ABOUT THE PROGRAM: This program provides the basic training necessary for those who wish to work with patients in long-term or chronic care facilities.
Graduates of the program work under the supervision of a registered nurse or registered nursing assistant. The health care aide is expected to provide personal care for the comfort and safety of residents and be involved in the process of creating a climate to promote the optimal physical, social and emotional well-being of each resident. In addition, the health care aide observes, reports and assists in maintaining records of changes in condition of residents and thus shares in the responsibility for the total care of the residents.
The Health Care Aide program was developed and is recognized by the Ministry of Health, the Ministry of Colleges and Universities and the Ministry of Community and Social Services.

CAREER PROSPECTS: Health care aides find employment in chronic care institutions, extended care facilities, nursing homes and homes for the aged as well as in private homes and some acute care hospitals.

COURSES	16 WEEKS
CARE900	Communications
CARE901	Biological Needs
CARE903	Social and Emotional Needs
CARE909	Ambulation & Activation
CARE908	Personal Care
CARE910	Field Practice

HUMAN SERVICES COUNSELLOR
(formerly Addiction Counsellor)

GBC Code AP1100 **Starting:** September
St. James Campus **Certification:** Diploma
4 Semesters

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). A good command of verbal and written English. Applicants are required to complete a questionnaire, attend a personal interview, and submit proof of a satisfactory medical examination. Call 867-2185 to arrange a personal interview.

BACKGROUND: The program is primarily aimed at the mature student with volunteer social service experience, post-secondary school work, or both. The person able to communicate well and to show empathy is preferred. Generally, individuals who have experienced substance abuse, psychiatric care, or incarceration may be considered after two years of chemical-free and/or community integrated lifestyle. The program is very intensive and emotionally demanding.

ABOUT THE PROGRAM: This program offers three areas of concentration: Addictions, Mental Health and Criminal Justice. Each student selects a major and minor concentration by the end of the second semester and will therefore, on graduation, be prepared for employment as a counsellor in two of these general areas.
In second year, the concentration and special studies courses of the major are complemented by field work and research in the same area.
The concentration in Addictions emphasizes concepts developed jointly by the Addiction Research Foundation of Ontario and the College.
A major portion of the program is 1,000 hours of supervised and evaluated field work. The field practicum provides at least two opportunities to practise therapeutic skills in a variety of settings under the instruction and supervision of professional practitioners. The pattern is classes three days a week with two days of field work in first year, and two days of classes with three days of field work in second year.
The program is also offered part-time.

CAREER PROSPECTS: Graduates find employment in a variety of settings such as the Bellwood Health Service, Operation Springboard, John Howard Society, halfway houses, detox centres, community centres, group homes and other agencies in the addiction, mental health and correctional fields. Some use both their diploma and other training/experience to work in very specialized settings such as psychiatric group practice, community colleges and life skills programs.

SEMESTER 1	17 WEEKS
HUS100	Field Work I
HUS101	Field Work Seminar I
HUS102	Counselling Theory and Practic
HUS103	Group Process 1
HUS104	Human Growth and Behaviour I
HUS105	Sociology
HUS106	Introduction to Human Services
HUS107	Introduction to Basic Research Skills
HUS110	Counselling Practice Laboratory
ELS110	Language and Communications

SEMESTER 2	17 WEEKS
HUS100	Field Work I
HUS101	Field Work Seminar I
HUS102	Counselling Theory and Practice
HUS103	Group Process I
HUS104	Human Growth and Behaviour I
HUS105	Sociology
HUS109	Life Skills I
HUS110	Counselling Practice Laboratory
HUS114	Cross-Cultural Comparisons
HUS115	Values, Ethics and Professionalism

(continued...)

SEMESTER 3	17 WEEKS
HUS200	Field Work II
HUS201	Field Work Seminar II
HUS202	Counselling Theory and Practice II
HUS203	Group Process II
HUS209	Life Skills II
HUS210	Pharmacology & Physiology

Choose 2 of the following 3 electives, one as a major area of concentration and one as a minor:

HUS222	Addiction Concentration
HUS224	Mental Health Concentration
HUS226	Criminal Justice Concentration

SEMESTER 4	17 WEEKS
HUS200	Field Work II
HUS201	Field Work Seminar II
HUS202	Counselling Theory and Practice II
HUS203	Group Process II

Continue choices of major area of concentration and minor:

HUS222	Addiction Concentration
HUS224	Mental Health Concentration
HUS226	Criminal Justice Concentration

Choose the Special Studies related to your major area of concentration:

HUS228	Special Studies in Addiction
HUS230	Special Studies in Mental Health
HUS232	Special Studies in Criminal Justice

INTERVENOR FOR DEAF/BLIND PERSONS

GBC Code AP1160 **Starting:** September
Nightingale Campus **Certification:** Diploma
4 Semesters

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Applicants must attend an information session and complete a written questionnaire.

ABOUT THE PROGRAM: This unique program was developed in partnership with a number of community organizations and associations such as the CNIB, Canadian Deaf-Blind and Rubella Association, Canadian National Society of the Deaf-Blind, and the Deaf-Blind Association of Toronto. Through alternative communication methods, intervenors enable deaf-blind people to access information and interact with their environment.Students gain knowledge and skills to work with deaf-blind children and adults, as well as theory and practical experience in the specialized techniques of intervention.

CAREER PROSPECTS: Graduates will be qualified for a career as an intervenor with: boards of education, social services agencies, deaf-blind persons, families of deaf-blind persons, community residential settings, government agencies, specialized school programs and institutions.

SEMESTER 1	16 WEEKS
ENG340	English
INTI100	Human Growth & Development
INTI110	Deaf-Blind Communication Theory & Practice
INTI120	Current Practices and Issues
INTI130	Interpersonal Skills
INTI140	Introduction to Field Practice

SEMESTER 2	16 WEEKS
ENGI53	English
ANAT101	Anatomy and Physiology
INT115	Deaf-Blind Communication Theory & Practice
INT116	Current Practices and Issues
INT117	Fieldwork Seminar
INT118	Fieldwork Practice

SEMESTER 3	16 WEEKS
INT210	Values, Ethics and Professionalism
INT211	Community Resources
INT212	Deaf-Blind Communication Theory & Practice
INT213	Assistive Aids and Devices
INT214	Fieldwork Seminar
INT215	Fieldwork Practice

SEMESTER 4	16 WEEKS
INT220	Sociology Relevant to Deaf-Blind Persons
INT221	Psychology Relevant to Deaf-Blind Persons
INT222	Deaf-Blind Communication Theory & Practice
INT223	Research
INT224	Fieldwork Practice
INT225	Fieldwork Seminar

SUPPORT CARE

GBC Code AP1140 **Starting:** September
Nightingale Campus **Certification:** Certificate
3 Semesters

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older).

BACKGROUND: Previous work/volunteer/co-op experience with people having physical disabilities is desirable but not essential.

ABOUT THE PROGRAM: The program provides the knowledge and basic skills to work with people who have physical disabilities. This means appropriate involvement in the activities of daily living and assisting as required in personal care. The program combines theory and practical experience in an approved agency.

CAREER PROSPECTS: Graduates find employment with support service projects and programs, participation projects, community residential settings, home support services and institutions.

SEMESTER 1	14 WEEKS
SUPPI01	Theory & Practice of Support Care I (includes practical lab & personal assistance)
SUPPI03	Functional Anatomy & Physiology (includes disabilities—specific assistance)
SUPPI04	Interpersonal Skills

SEMESTER 2	12 WEEKS
SUPPII1	Theory & Practice of Support Care II (includes enhancement of independence)
SUPPI I8	Community Services
SUPPI05	Field Work Seminar I
SUPPI06	Field Work Practice I
ELSI04	Communication—English (focus on values, ethics and professionalism)

SEMESTER 3	12 WEEKS
SUPPI02	Human Growth & Development Keeping Pace with Change
ELSI05	Communications—Report Writing
SUPPI I5	Field Work Seminar II
SUPPI I6	Field Work Practice II

FASHION DIVISION

DEAN: MARTIN KERMAN

CHAIRPERSONS:
Peter Felder, *Fashion*
Joseph Rugole, *Jewellery, Crafts*

Tanya Lam graduated from the Fashion Division in 1984. She now designs her own line of clothing which she sells in her store, Tanya Lam Designs, at Queen's Quay Terminal in Toronto.

APPAREL PATTERN DRAFTING

GBC Code FT5400
Kensington Campus
32 Weeks

Starting: September
Certification: Certificate

PREREQUISITES: George Brown College Academic Upgrading/College Preparation program to Level II or equivalent (Grade 10). Qualified applicants must attend an orientation session and submit acceptable examples of previous sewing experience.

ABOUT THE PROGRAM: The Apparel Pattern Drafting program emphasizes the technical aspects of garment construction; making patterns, grading (sizing) and preparing to become designers' assistants. Students learn to operate a variety of industrial sewing machines and to construct a number of garments, always striving to achieve proper fit in a variety of sizes.

The program includes an introduction to the study of body types by size and proportion, so that grading between sizes can be accomplished by the student to fit various body types and dimensions. Instruction is provided in the characteristics of fabrics and thread used in construction.

Appropriate communications instruction is provided, along with résumé preparation, fashion illustration and costume history.

Given that many companies and businesses are small in size, the new employee often gains a variety of experience through total involvement in the firm's activities. Successful candidates will exhibit positive attitudes and be self-motivated.

CAREER PROSPECTS: The pattern drafting graduate is fully prepared to enter the field in an area which is extremely receptive to saleable ideas in styling and production.
Careers in manufacturing, wholesale, retail and small design houses include: assistant designer, pattern maker/grader, illustrator, stylist, sample maker, pattern alterationist, fitter or alterationist, custom seamstress, workroom supervisor/trainee, salesperson, quality control specialist, fashion co-ordinator, entrepreneur.

SEMESTER 1	16 WEEKS
PAT543	Apparel Pattern Drafting I
PAT542	Apparel Design I—Grading
FASH544	Fashion Illustration I
DRES562	Elementary Dressmaking
SEW561	Sewing Machine Operation I
PAT545	Apparel Pattern Drafting Design I

SEMESTER 2	16 WEEKS
PAT545	Apparel Pattern Drafting II
PAT546	Apparel Design II
PAT556	Apparel Pattern Drafting III
FASH554	Fashion Illustration II
DRES571	Advanced Dressmaking
SEW563	Sewing Machine Operation II
ENG532	Fashion Communications
FAB561	Fabrics II

CERAMICS

GBC Code FT1060
Casa Loma Campus
2 Years

Starting: September 1991 and alternate years thereafter.
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Applicants are interviewed by department staff.

ABOUT THE PROGRAM: George Brown's Ceramics program provides comprehensive training for the designer/craftsperson who chooses clay as the medium for expression. Its broad curriculum emphasizes proficiency in a wide variety of ceramic techniques.

Throughout the program, students are encouraged to develop their own artistic expression and style – with limited enrolment permitting individual attention by faculty.

This combination of technical expertise and aesthetic development prepares students for careers in ceramics as craftspeople, designers, or entrepreneurs.

CAREER PROSPECTS: Graduates of the Ceramics program work as studio artists or take design and supervisory positions in the ceramics industry. Many enterprising graduates establish their own studios and businesses making functional and one-of-a-kind decorative objects.

SEMESTER 1	15 WEEKS
DES101	Design Studies
CER122	Mould Making & Slip Casting
CER107	Clay and Glaze Technology (Theory and Practice)
CER121	Wheel Throwing
CER123	Hand Building
ENG141	Language and Communications I

SEMESTER 2	19 WEEKS
DES150	Design Studies
CER172	Mould Making & Slip Casting
CER157	Clay and Glaze Technology
CER171	Wheel Throwing
CER173	Hand Building
ENG141	Language and Communications II

SEMESTER 3	15 WEEKS
DES201	Design Studies
HIST202	Ceramic Art History
CER222	Mould Making & Slip Casting
SBM201A	Small Business Management
CER205	Clay & Glaze Technology
CER223	Hand Building
CER221	Wheel Throwing

SEMESTER 4	19 WEEKS
DES251	Design Studies
CER271	Wheel Throwing
HIST252	Ceramic Art History
CER272	Mould Making & Slip Casting
CER273	Hand Building
CER255	Clay & Glaze Technology
SBM201B	Small Business Management

CREATIVE FASHION DESIGN

GBC Code FT1010
Kensington Campus
2 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent or mature student status (age 19 or older). Qualified applicants will attend an orientation session at the College prior to acceptance to the program. Applicants are expected to submit a relevant portfolio and acceptable examples of practical sewing applications.

BACKGROUND: Credits in art, family studies, mathematics and social sciences are desirable.

ABOUT THE PROGRAM: The Creative Fashion program provides a thorough grounding in the skills necessary to the design and execution of a variety of garments. As much as possible, the program simulates the industry both in the facilities and course content. Starting with an emphasis on basic sewing and garment assembly skills, the program progresses to cover the fundamentals of pattern making, pattern grading and garment construction. Elective courses in the Gerber Garment Technology Creative Designer and AccuMark 300 Design, Grading and Marking System offer students experience in leading-edge fashion technology. Students also learn fashion illustration, communications and history of costume.

As students progress in the program, creativity in design is encouraged. An annual fashion show, for which students are marked for creativity and ability, highlights individuality of design as well as interpretation of popular trends and saleable ideas.

Students are also encouraged to participate in a number of design competitions held annually throughout Metro Toronto. Scholarships and awards are presented each year, and industry field trips are taken on a regular basis.

The development of design skills is coupled with studies in business principles, industrial psychology, apparel merchandising and promotion, retailing distribution and marketing as well as costing techniques.

At all times, students are engaged in copying, creating and executing designs of garments ranging from swimwear to day, evening and weekend wear, and outerwear.

CAREER PROSPECTS: Rewarding careers range from pattern maker, designer and assistant designer to fashion illustrator, display artist, fashion promotion specialist, stylist, store manager, merchandise assistant, assistant buyer, salesperson/representative. These positions can be gained in small specialty shops, small and large design houses, major manufacturers and retail chains. Many graduates work as entrepreneurs, successfully running and promoting their own businesses, retailing garments under their own labels.

(continued...)

SEMESTER 1	15 WEEKS
SEW141	Sewing Technology
PAT141	Apparel Pattern Drafting I
BUS117	Business Principles
PAT138	Pattern Drafting and Design
AT141	Apparel Technology Part I
FASH107	Fashion Illustration 1
AT142	Apparel Technology Pre-cut/ Samples
ENG107	Communications
ELEC000	Elective
Choose 1 of the following electives:	
GCD200	Creative Designer
FAB100	Fabrics

SEMESTER 2	19 WEEKS
SEW156	Sewing Laboratory—Advanced
APD151	Apparel Pattern Drafting II
AT153	Apparel Technology Part II
ENG105	Communications
PAT145	Grading Blocks
FASH157	Fashion Illustration II
AT154	Apparel Technology Samples/ Projects
PAT154	Swimwear/Activewear
ELEC000	Elective
Choose 1 of the following electives:	
GCD200	Creative Designer
FAB100	Fabrics

SEMESTER 3	15 WEEKS
PAT201	Apparel Pattern Drafting IIIA
AT243	Apparel Technology IIIA
PAT202	Apparel Pattern Drafting IIIB
AT246	Apparel Technology IIIC
PSY207	Industrial Psychology
PAT282	Pattern Grading
FASH201	Fashion Illustration III
ELEC000	Elective
Choose 1 of the following electives:	
GCD200	Creative Designer
FAB100	Fabric
COL101	Colour Analysis

SEMESTER 4	19 WEEKS
AT263	Apparel Technology IVA
AT264	Apparel Technology IVB
AT265	Apparel Technology IVC
GRAD219	Grading (Styles/Rule Tables)
PAT261	Apparel Pattern Drafting IV
PAT262	Fitting Technical Corrections
SBM103	Business
ELEC000	Elective
Choose 1 of the following electives:	
GCD200	Creative Designer
FASH257	Illustration (Portfolio)
FAB100	Fabric
ACCU300	AccuMark 300

ESTHETICIAN

GBC Code FT1150
St. James Campus
2 Years

Starting: September 1992, subject to College approval
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older).

BACKGROUND: Good communication skills are essential.

ABOUT THE PROGRAM: Esthetics is an ancient occupation dealing with skin to enhance beauty and prevent aging. Today estheticians are highly trained technicians with extensive knowledge of physiology, biochemistry, skin disorders and appropriate treatments, as well as the ability to recognize conditions requiring medical attention. They are also skilled in practical manicure and pedicure, application of a variety of artificial nails and a number of different methods of hand and foot treatments. Estheticians also engage in facial and shoulder massage, colour analysis for make-up application for a variety of situations (covering scars and blemishes, facial features enhancement or minimization, theatrical make-up, etc.) and unwanted hair removal. In the second, third and fourth semesters students engage in practical work experience and field work every Friday.

CAREER PROSPECTS: Estheticians are employed by esthetic salons, beauty salons, spas, fitness clubs and resorts. They may also establish their own business.

SEMESTER 1 — 15 WEEKS

- Theory
- Biology
- Skin Analyses and Facial Treatments
- Professional Manicure
- Professional Pedicure
- Hair Removal
- Language & Communications

SEMESTER 2 — 19 WEEKS

- Theory II
- Facial Treatments
- Special Skin Treatments
- Manicure & Pedicure
- Make-up
- Bio-Chemistry
- Language & Communications
- First Aid
- Work Experience (Internal)

SEMESTER 3 — 15 WEEKS

- Theory III
- Facial Treatments
- Manicure
- Pedicure
- Make-up
- Waxing
- Advanced Nail Technology
- Language & Communications
- Small Business Management
- Work Experience (Internal)

SEMESTER 4 — 17 WEEKS

- Theory IV
- Facial Treatments
- Figure Treatments
- Manicure
- Pedicure
- Waxing
- Make-up
- Language & Communications
- Small Business Management
- Field Work (External)

FASHION MANAGEMENT

GBC Code FT1030
Kensington Campus
2 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Qualified applicants will attend an orientation session at the College prior to acceptance into the program.

BACKGROUND: Credits in mathematics and social sciences are desirable.

ABOUT THE PROGRAM: The Fashion Management program provides students with many of the basic skills necessary to enter this exciting field in a meaningful, practical, and rewarding way. Many of the fashion and related manufacturers in Ontario, as well as retailers and wholesalers, welcome graduates of this program because of its suitability to the industry.

Starting with a hands-on course in sewing, the curriculum includes fabric analysis and sewing machine technology to provide the student with first-hand knowledge of operations performed in an apparel manufacturing organization.

There is in-depth concentration on accounting, computer applications, system analysis, costing and time studies as well as many production techniques.

Management studies in this program include economics, merchandising, marketing, industrial psychology, human resources management, managerial organization and other disciplines necessary to operate effectively in the contemporary industrial environment.

Students operate their own retail store in the Kensington Campus. Starting with a small fund, they make and/or buy merchandise for resale to other students. In this part of the curriculum, students are responsible for promotion, purchasing, display, sales, accounting procedures and are graded on their effectiveness in operating profitably in a team effort.

In addition to the various courses of study, each student spends a period of time each year working in the industry gaining practical work experience. Placement may be in manufacturing, distribution, marketing, etc., providing relevant industry knowledge. Through this experience, most Fashion Management program students secure their first career-oriented permanent positions by the time of graduation.

CAREER PROSPECTS: Graduates of the Fashion Management program are prepared for many of the following positions depending upon their aptitudes, desires and abilities: product coordinator; production supervisor; production scheduler; production assistant; time study engineer; quality control manager; training supervisor; costing analyst; assistant merchandise manager; merchandise manager; human resources director; foreperson; assistant foreperson; computer assistant; purchasing agent; warehouse manager; retail store manager; retail store buyer; merchandise clerk; marketing director; systems analyst; consultant.

(continued...)

SEMESTER 1	15 WEEKS
AT112	Fashion Merchandising I
BUS117	Business Principles Part 1
ENG105	Communications
PRGM125	Microcomputer Introductory
MATH154	Mathematics
SEW141	Sewing Laboratory
FAB100	Fabrics I
ACC113	Accounting—Methods and Techniques
AT105	Apparel Machinery & Equipment Design & Cutting Room Technology

SEMESTER 2	27 WEEKS
AT100	Work Measurement Technology
FAB160	Fabrics Analysis and Laboratory
PROD200	Production Scheduling
BUS159	Business Laboratory (College Creations)
PSY202	Industrial Psychology and Sociology
ACC151	Accounting—Financial Management
PRGM135	Microcomputer Programming
AT193	Fashion Retail Management
PWE163	Practical Work Experience
AT111	Garment Analysis Fashion Promotion

SEMESTER 3	15 WEEKS
ACC216	Advanced Accounting
AT221	Apparel Marketing
PRGM225	Microcomputer Applications I
AT203	Garment Costing I
AT262	Production Management
BUS200	Business Laboratory II (College Creations)
AT151	Work Measurement Technology II
ENG129	Organizational Behaviour
AT122	Fashion Merchandising II — Store Design
AUD251	Special Projects
AT266	Production Applications (Computer-assisted) Fundamentals of Management

SEMESTER 4	23 WEEKS
AT200	Quality Control
AT250	Garment Costing—Computer Oriented
AT256	Apparel Plant Layout and Design
ACC262	Advanced Accounting—Budgeting & Forecasting
AT261	Apparel Marketing—Advanced
PRGM235	Microcomputer Applications II
FAB200	Textile and Fabric Manufacturing
RSCH251	Research
PWE263	Practical Work Experience Fashion Buying
EC112	Economics (Overview)
AT272	Management Strategy Operations Management

FURNITURE PRODUCTION AND DESIGN

GBC Code FT1040 **Starting:** September
Kensington Campus **Certification:** Diploma
2 Years

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Qualified applicants will attend an orientation session at the College prior to acceptance into the program.

BACKGROUND: Experience in drafting, woodworking, finishing or upholstery is an asset.

ABOUT THE PROGRAM: One-third of the furniture and upholstery industries in Canada are located in the Metro Toronto area. The woodworking industry, in particular, is in constant demand of skilled men and women to fill career-oriented positions in a wide range of related areas. The furniture industry is engaged in the production and distribution of furniture for home use, and the construction and sale of fixtures, cabinets, racks and industrial equipment for use by manufacturers, retailers, schools, hospitals and transportation groups.

In the first year, the program concentrates on the three main skills in furniture manufacturing: cabinet-making, finishing and upholstering. Subjects covered include construction, design, factory organization and costing. Students work in a variety of materials including metals, woods and plastics. They are encouraged to work in the industry in the summer, in preparation for specialization in **one** of the three main areas in second year.

CAREER PROSPECTS: There is an ever-increasing need for skilled tradespeople in all areas of furniture design and production: cabinet maker, upholsterer and re-upholsterer; estimator, production supervisor, production line employee; furniture refinisher; furniture salesperson; furniture merchandise manager; consultant; display equipment specialist; interior decorator advisor; office furniture specialist.
Types of industries: Custom shops, larger furniture manufacturers, retail stores, office equipment companies, furniture restoration companies, specialty shops.

OPTIONS: Woodworking, finishing, upholstery

SEMESTER 1	15 WEEKS
FURN101	Cabinet and Chairmaking I
FURN102	Wood Machining I
FURN103	Furniture Finishing I
FURN104	Upholstery I
FURN105	Materials I
FURN106	Technical Drawing and Blueprint Reading
FURN108	Furniture Production Management I
AUD100	Audit Relevant Courses—Course Projects
FURN107	Design Interiors
SBM135	Math/Small Business Management

SEMESTER 2	19 WEEKS
FURN151	Cabinet and Chairmaking II
FURN162	Wood Machining II
FURN163	Woodwork Finishing II
FURN154	Upholstery II
FURN155	Materials II
FURN156	Technical Drawing II
FURN158	Furniture Production Management II
AUD150	Audit Relevant Courses—Course Projects
FURN157	Design Interiors

(continued...)

SEMESTER 3	15 WEEKS
Option 1—Woodworking	
FURN205	Materials III
FURN207	Furniture Design II and Interiors
FURN208	Furniture Production Management III
FURN202	Wood Machine (with FURN20I)
FURN20I	Cabinet and Chairmaking III
FURN206	Technical Drawing—Computer Assisted
SBM232	Maths/Small Business Management
FURN2I0	Plastics and Metals in Furniture

SEMESTER 4	19 WEEKS
FURN255	Materials IV
FURN257	Design and Interiors IV
FURN258	Furniture Production Management IV
FURN262	Wood Machining IV
FURN25I	Cabinet and Chairmaking IV
AUD250	Audit Relevant Courses—Course Projects
FURN256	Technical Drawing IV
FURN2I I	Plastics and Metals in Furniture
ENG203	Technical Communications

SEMESTER 3	15 WEEKS
Option 2—Finishing	
FURN205	Materials III
FURN207	Furniture Design II and Interiors
FURN208	Furniture Production Management III
FURN209	Style Colour Textile I
FURN203	Finishings III
FURN206	Technical Drawing—Computer Assisted
SBM232	Maths/Small Business Management
FURN2I0	Plastics and Metals in Furniture

SEMESTER 4	19 WEEKS
FURN255	Materials IV
FURN257	Design and Interiors IV
FURN258	Furniture Production Management IV
ENG203	Technical Communications
FURN263	Finishings IV
AUD250	Audit Relevant Courses—Course Projects
FURN259	Styles Colour Texture II
FURN256	Technical Drawing IV
FURN2I I	Plastics and Metals in Furniture

SEMESTER 3	15 WEEKS
Option 3—Upholstery	
FURN205	Materials III
FURN207	Furniture Design II and Interiors
FURN208	Furniture Production Management III
SBM232	Maths/Small Business Management
FURN204	Upholstery III
FURN2I4	Antique Upholstered Furniture
FURN2I6	Industrial Sewing Machine Maintenance
FURN206	Technical Drawing—Computer Assisted

SEMESTER 4	19 WEEKS
FURN255	Materials IV
FURN257	Design and Interiors IV
FURN258	Furniture Production Management IV
ENG203	Technical Communications
FURN254	Upholstery IV
AUD250	Audit Relevant Courses—Course Projects
FURN264	Antique Upholstered Furniture
FURN266	Industrial Sewing Machine Maintenance

FURNITURE UPHOLSTERY (REPAIR)

GBC Code FT5450
Kensington Campus
40 Weeks

Starting: Every 8 weeks
Certification: Certificate

PREREQUISITES: Good English comprehension. Qualified applicants must attend an orientation session and be tested for or provide evidence of manual dexterity.

ABOUT THE PROGRAM: One-third of the furniture and upholstery industries in Canada are located in the Metro Toronto area. The upholstery industry, in particular, has a great need for skilled tradespeople, and offers a wide range of employment opportunities for men and women.

Upholsterers make or repair padded or covered furniture on a pre-built frame. The demand for their skills extends beyond production for home use to include hotels, restaurants, offices, automotive and aircraft manufacturing as well as retailing and industrial operations.

A variety of opportunities exist in furniture factories and small shops, upholstery shops or as entrepreneurs in one of the many facets of this industry. Upholsterers not only build and repair furniture, but are employed in many specialties related to such activities: cutting upholstery fabric, sewing parts together, making seats, arms and/or backs, fitting fabrics and matching patterns.

Emphasis is on simulating the industry as closely as possible, preparing students for a wide variety of job opportunities and situations.

CAREER PROSPECTS: Positions available include: production line employees such as upholsterers, cutters, sewers, springers, seat makers, arm makers, back makers, cushion fillers, estimators.

Custom upholsterers and sample makers are in big demand, though much experience is required for these positions.

Opportunities in related areas include: interior decorator, workroom assistant, repair employee, estimator, furniture salesperson, purchasing assistant, repair supervisor.

As the new employee gains experience, advancement to custom work and design is possible.

SEMESTER 1	20 WEEKS
FURN553	Upholstery, Springing, Cutting, Sewing
AUD500	Audit Relevant Courses—Course Projects
RSCH500	Research and Survey—Course Projects
MATH535	Business Mathematics
ENG552	Language and Communications
FURN55I	Upholstery Theory

SEMESTER 2	20 WEEKS
FURN563	Upholstery, Springing, Cutting, Sewing
ENG562	Language and Communications
AUD5I0	Audit Relevant Courses—Course Projects
RSCH5I0	Research and Survey—Course Projects
MATH537	Mathematics
FURN561	Upholstery Theory

Furniture—Woodworking and Finishing

GBC Code FT5440
Kensington Campus
32 Weeks

Starting: Every 8 weeks.
Certification: Certificate

PREREQUISITES: Good English comprehension. Qualified applicants must attend an orientation session and be tested for or provide evidence of manual dexterity.

ABOUT THE PROGRAM: One-third of the furniture and upholstery industries in Canada are located in the Metro Toronto area. The woodworking industry is in constant demand of skilled men and women to fill a wide range of positions.

The furniture industry is engaged not only in the production of furniture for home use, but construction of fixtures, cabinets, racks and industrial equipment for retailers, manufacturers, service agencies and others. Industry tradespeople must be familiar with cabinet-making and finishing.

The program focuses on these skills as well as on refinishing techniques for both new and old furniture. While manual skills are emphasized, the course content includes many aspects of production management, engineering and mathematics to enable the participant to deal successfully with a variety of employment situations. Students gain experience in a wide range of hand and power tools, with emphasis on simulating the industry as closely as possible. The history of furniture and theory of basic furniture design are also explored.

Under the direction of experienced professionals, students are gradually equipped to work in a variety of furniture companies, from small custom shops to large manufacturers. Successful candidates will exhibit positive attitudes and self-motivation.

CAREER PROSPECTS: Cabinet maker, finisher and refinisher, furniture restorer/touch-up, furniture builder, specialty woodworker, production line employee, exhibition display builder, warehouse furniture repairer, interior decorator assistant, parts assembler, purchasing assistant.
Types of companies: Small custom shops, large manufacturers, retail stores.

SEMESTER 1	16 WEEKS
FURN552	Refinishing and Shop
WOOD552	Woodworking—Shop
WOOD551	Woodworking—Theory
FURN554	Finishing—Theory
MATH534	Mathematics for Furniture Design 1
AUD500	Audit Relevant Courses—Course Projects
RSCH500	Research and Survey—Course Projects
ENG552	Language and Communications

SEMESTER 2	16 WEEKS
WOOD562	Woodworking—Shop
FURN562	Woodwork, Finishing and Refinishing
WOOD561	Woodworking—Theory
FURN564	Refinishing—Theory
AUD510	Audit Relevent Courses—Course Projects
RSCH510	Research and Survey—Course Projects
ENG562	Language and Communications
MATH554	Mathematics for Furniture Design II

Gem Setting

GBC Code FT4040
Casa Loma Campus
34 Weeks

Starting: September
Certification: Certificate

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Applicants who have recommendation from the industry are accepted directly. All others must be interviewed by one of the staff of the Jewellery Arts Department.

BACKGROUND: Good eyesight or corrected vision is essential.

ABOUT THE PROGRAM: Gem setting is a highly technical skill requiring extensive knowledge of precious and semi-precious gemstones and materials, as well as techniques for applying them to various jewellery items.

Students learn how to prepare various types of settings to receive the stone, and the actual curving of the metal to secure it. In the process, they use a number of different tools such as the flex shaft, different burs, setting blocks, pliers, hammers, chasing tools, purshers, beading tools and others to create a variety of settings.

They are taught the skills of bezel setting, claw setting, bead setting, setting of jewel clusters and fancy shapes such as baquette and marquise. The work is performed on several metals and alloys of different hardnesses as well as on straight and curved surfaces. The retipping with and without stones in the settings is also practised.

The pleasure of working with gems is augmented by substantial material rewards for a good craftsperson in this field.

CAREER PROSPECTS: Most gem setters find employment with jewellery manufacturers, but they can also be self-employed or work for larger jewellery repair establishments.

SEMESTER 1	15 WEEKS
JWL418	Gem Setting V
SBM410	Small Business Management
GEM411	Diamond Grading and Evaluation
JWL411	Theory of Specialty
GEM412	Gemmology III

SEMESTER 2	19 WEEKS
JWL428	Gem Setting VI
SBM420	Small Business Management
GEM421	Diamond Grading and Evaluation
JWL421	Theory of Specialty
GEM422	Gemmology IV

GEMMOLOGY

GBC Code FT1130
Casa Loma Campus
34 Weeks

Starting: September
Certification: Certificate

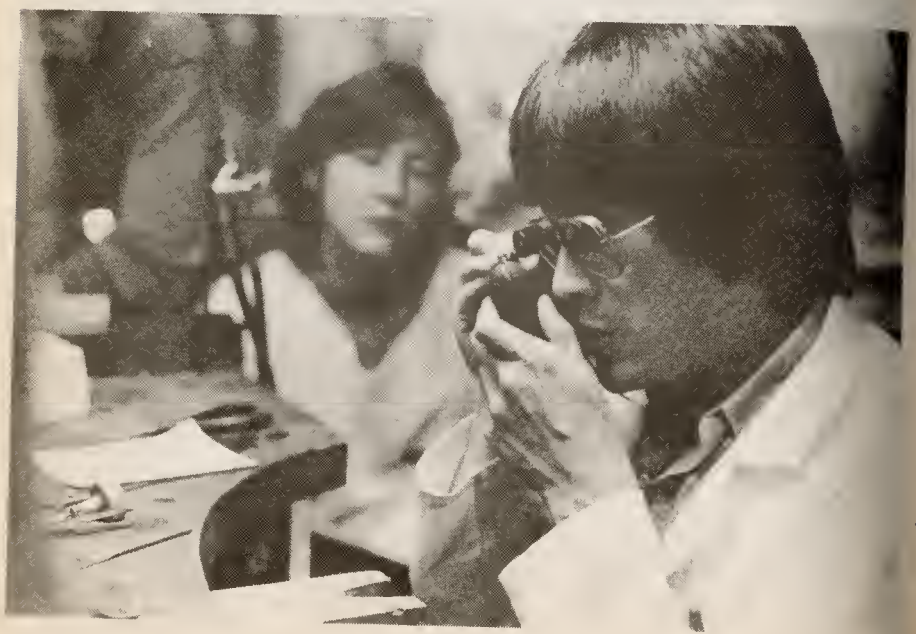
PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older).

ABOUT THE PROGRAM: In this program students learn to analyse and classify a large number of gem materials, both natural and artificially created. The study consists of analysing chemical and physical characteristics of gem and gem-like materials and how to identify one from the other. The gem materials are classified according to their desirable characteristics into categories, which eventually determine the value of the gems. To accomplish the identification and classification, students use a number of specially designed instruments, such as microscopes, spectroscopes, refractometers, polariscopes and other. People who are colour-blind will have great difficulty with this program.

CAREER PROSPECTS: Graduates from this program find employment in jewellery enterprises on wholesale and retail levels. With some additional training and experience in the jewellery industry, some become jewellery appraisers.

SEMESTER 1	15 WEEKS
GEM100	Gemmology I
MATH123	Mathematics
CHEM106	Chemistry I
PHY108	Physics
GEM101	Gemstone Rendering
SBM201A	Small Business Management

SEMESTER 2	19 WEEKS
GEM110	Gemmology II
GEM102	Metal Testing & Identification
CHEM116	Chemistry II
GEM103	Diamond Grading
SBM201B	Small Business Management



INDUSTRIAL SEWING MACHINE TECHNICIAN

GBC Code FT5470
Kensington Campus
40 Weeks

Starting: September
Certification: Certificate

PREREQUISITES: Grade 10.

ABOUT THE PROGRAM: Industrial sewing machines are used in the production of thousands of consumer and industrial goods and component parts. The equipment used in these industries varies from simple stitching by one individual on one part to sophisticated computer-assisted assembly techniques with multiple operations being performed with the touch of a button or switch.

This full-time program equips students with the skills necessary to repair, maintain, rebuild and service much of the equipment used in these industries. The program is both practical and theoretical. It encompasses such diverse and essential subjects as pneumatics and electronics, sewing threads and needle characteristics, machine speeds and performance characteristics.

When students have progressed to a specified level, they will, as part of the learning process, assist in the care, maintenance and instruction to others of the large variety of sewing equipment used in the Fashion Division of the College. This provides students with some insight and practical experience in the types of situations they may encounter upon graduation.

CAREER PROSPECTS:
In the apparel industry—sewing machine technician; maintenance engineer; methods engineer; sales engineer; machinery consultant; equipment specialist.
In other needle trades industries and as an entrepreneur:—machine technician; maintenance engineer; sewing systems analyst; independent repair specialist; dealer in specialty equipment.

SEMESTER 1	20 WEEKS
SMM500	Sewing Fundamentals
SMM504	Garment Structure
SMM501	Sewing Laboratory
SMM505	Fabric, Needles, Thread
SMM502	Drive Unit
SMM503	Basic Lockstitch I
MATH508	Mathematics
AUD500	Audit Relevant Courses—Course Projects
RSCH500	Research and Survey—Course Projects
PWE500	Practical Work Experience
MILL502	Workshop Practice

SEMESTER 2	20 WEEKS
SMM510	Basic Lockstitch II
SMM511	Basic Chainstitch
SMM512	Overedge Equipment
SMM513	Blindstitch Machines
SMM514	Bartack Machines
AUD510	Audit Relevant Courses—Course Projects
RSCH510	Research and Survey—Course Projects
ENG561	Fashion Communications II
SC502	Basic Electricity
SMM516	Preventive Machine Maintenance
SMM517	Electronic Sewing Equipment

JEWELLERY ARTS

GBC Code FT1020
Casa Loma Campus
3 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). **Applicants are selected on the basis of an art portfolio and the completion of a questionnaire.**

BACKGROUND: Good eyesight (corrected vision is accepted), a high degree of manual dexterity, mechanical inclination, patience, initiative and artistic sense are the necessary qualities for a person to succeed in this field.

ABOUT THE PROGRAM: Students learn all the various aspects of jewellery-making. The emphasis during the first two years of training is on various jewellery-making techniques in the manufacturing and custom design of jewellery items. Students design their own course projects and develop them into jewellery items by using precious metals and jewels. In the third year, students select one of the following three areas of specialization:

- **Gem Setting**
- **Goldsmithing**
- **Jewellery Repair—Practical**

CAREER PROSPECTS: Upon completion of the program, graduates find employment in jewellery manufacturing, custom studios, or jewellery stores.

SEMESTER 1	15 WEEKS
JWLI60	Introduction to Jewellery
MET166	Metallurgy I
GEM167	Gemmology I
JWLI66	Grinding and Polishing
DESI69	Design I
ENAI70	Enamelling I
JWLI65	Theory of Specialty

SEMESTER 2	19 WEEKS
MET176	Metallurgy II
GEM177	Gemmology II
JWLI76	Grinding and Polishing
DESI79	Design II
JWLI75	Theory of Specialty
ENA180	Enamelling II
JWL171	Goldsmithing II

SEMESTER 3	15 WEEKS
MET266	Metallurgy III
GEM267	Gemmology III
DES269	Design
JWL25I	Jewellery Repairs
JWL26I	Goldsmithing III
JWL265	Theory of Specialty
ELECT000	Elective
Choose 1 of the following 2 electives.	
JWL202	Gem Setting
ENA270	Enamelling
JNL9100	Jewellery Model Making

SEMESTER 4	19 WEEKS
MET276	Metallurgy IV
GEM277	Gemmology IV
DES279	Design IV
JWL252	Jewellery Repairs
JWL271	Goldsmithing IV
JWL275	Theory of Specialty
ELECT000	Elective
Choose 1 of the following 2 electives.	
JWL277	Gem Setting
ENA280	Enamelling
JNL9100	Jewellery Model Making

(continued...)

SEMESTER 5	15 WEEKS
Option 1—Gem Setting	
JWL362	Gem Setting V
SBMI32	Small Business Management
GEM367	Diamond Grading & Evaluation
JWL365	Theory of Specialty

SEMESTER 5	15 WEEKS
Option 2—Goldsmithing	
JWL36I	Goldsmithing V
SBMI32	Small Business Management
GEM367	Diamond Grading and Evaluation
DES369	Jewellery Design
JWL365	Theory of Specialty
JWL35I	Jewellery Repairs

SEMESTER 5	15 WEEKS
Option 3—Jewellery Repair	
JWL306	Jewellery Repair
SBM132	Small Business Management
JWL365	Theory of Specialty
GEM367	Diamond Grading and Evaluation

SEMESTER 6	19 WEEKS
JWL372	Gem Setting VI
SBMI42	Small Business Management
GEM377	Diamond Grading and Evaluation
JWL375	Theory of Specialty

SEMESTER 6	19 WEEKS
JWL37I	Goldsmithing VI
SBMI42	Small Business Management
GEM377	Diamond Grading and Evaluation
DES379	Jewellery Design
JWL375	Theory of Specialty
JWL352	Jewellery Repairs

SEMESTER 6	19 WEEKS
JWL3I6	Jewellery Repair
SBMI42	Small Business Management
JWL375	Theory of Specialty
GEM377	Diamond Grading and Evaluation

JEWELLERY REPAIRS

GBC Code FT4020
Casa Loma Campus
34 Weeks

Starting: September
Certification: Certificate

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Applicants who have recommendation from the industry are accepted directly. All others must be interviewed by one of the staff of Jewellery Arts Department.

BACKGROUND: Good eyesight (corrected vision is acceptable) and good mechanical abilities are essential.

ABOUT THE PROGRAM: The jewellery repair craftsperson must be skilled in working with precious and semi-precious metals to shape by hand missing pieces, solder, grind, polish and finish the surface of the ornament to the same high standards as were demanded for the original production.

The program is organized so that students progress from simple to more complex repairs as their skills improve with practice. Among the repairs performed are ring sizing, re-tipping, replacement of claws, replacement of settings, chain soldering, replacement of various fittings and findings and many other repairs which are daily performed in the industry. Students also study gemmology, diamond grading and jewellery design to be able to restore the missing pieces to preserve the appearance of the original design, and to avoid costly mistakes.

CAREER PROSPECTS: Jewellery repair specialists are in demand in many retail jewellery operations, large jewellery repair departments and in some wholesale establishments. Many establish their own businesses.

SEMESTER 1	15 WEEKS
JWL466	Jewellery Repair
SBM4I0	Small Business Management
JWL4I1	Theory of Specialty
GEM4I1	Diamond Grading and Evaluation
DES469	Design I
GEM4I2	Gemmology III

SEMESTER 2	19 WEEKS
JWL476	Jewellery Repair
SBM420	Small Business Management
JWL421	Theory of Specialty
GEM421	Diamond Grading and Evaluation
DES479	Design II
GEM422	Gemmology IV

GRAPHIC ARTS DIVISION

DEAN: JAMES ROSS

CHAIRPERSONS:
Yvonne Snider, *Continuing Education*
Leo Suokas, *Printing Technology*
Earl Walker, *Visual Arts*

Lisa Armstrong graduated from Graphic Design in 1988. She is now a partner and designer in her own design studio, Wesstrong Design Group, in Toronto.

COMMERCIAL ART

GBC Code GA5430 **Starting:** September
St. James Campus **Certification:** Certificate
40 Weeks

PREREQUISITES: Grade 10. All applicants must submit a portfolio of eight to ten realistic drawings and pass an art test. An appointment is mandatory. Please call (416) 867-2135 to make an appointment or for more information.

ABOUT THE PROGRAM: The Commercial Art program introduces students to the ideas, techniques and attitudes of the graphic profession. Students learn to become more aware of communications between the artist and client, as well as all phases of the printing reproduction processes.

Complete assignments or projects will be developed from concept through discussion roughs to felt-pen presentations with particular attention to the development and presentation of finished art for printing production. The objective is a professional level portfolio upon graduation.

CAREER PROSPECTS: There is an excellent employment rate for graduates. They obtain positions in commercial art studios, film production houses, printing and publishing companies and major corporations that operate in-house advertising and art departments.

SEMESTER 1 — 20 WEEKS	SEMESTER 2 — 20 WEEKS
Basic Drawing	Package Design
Advertising Design I	Advertising Design II
Promotional Design I	Promotional Design II
Lettering and Typography	Corporate Design
Computer Graphics and Desk Top Publishing I	Computer Graphics and Desk Top Publishing II
Retail Advertising I	Retail Advertising II

ELECTRONIC DESKTOP COMPOSITION

GBC Code GA5480 **Starting:** September
St. James Campus **Certification:** Certificate
40 weeks

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Credits in Mathematics and English.

ABOUT THE PROGRAM: This short technical program provides students with industry acceptable typography skills using a variety of desktop related software, and the ability to adapt to incoming software as it emerges. The program also provides a general computer applications base, enabling students to comprehend and utilize peripheral techniques and software such as computer typesetting, computer graphics, word processing, database management and spread sheet analysis.

CAREER PROSPECTS: Graduates will meet the requirements for entry-level positions in companies using desktop technology: in-plant and corporate publishing environments, traditional computer typesetting shops, instant print shops and to some degree, graphic design studios.

COURSES	40 WEEKS
KB502	Basic Keyboarding
WORD506	Basic Word Processing
COMM503	Communications and Office Protocol
COMP510	Computer Literacy for Composition
COMP511	Operating Systems
COMP512	Typography Terms and Concepts
COMP501	Paper and Film Assembly
COMP514	Pagemaker (IBM)
COMP515	Pagemaker Document Production
COMP519	Page Layout and Typography for Desktop Publishing
COMP520	Introduction to DTP (IBM/Ventura)
COMP521	Ventura Publisher (IBM)
COMP525	Introduction to Printing Processes
COMP522	Spreadsheet Analysis/Data Base Construction
CAM547	Photomechanical Reproduction
PSP547	Film Imposition and Offset Platemaking

GRAPHIC DESIGN

GBC Code GA1020 **Starting:** September
St. James Campus **Certification:** Diploma
3 Years

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Applicants must submit a portfolio of ten art samples and complete an art test. Please call (416) 867-2135 to make an appointment or if more information is needed.

BACKGROUND: Credits in art.

ABOUT THE PROGRAM: The Graphic Design diploma program develops students' skills and abilities to the highest level of competence in the fields of graphic design and advertising design. It is the largest career-oriented graphic design program in Canada and was created to meet the requirements of Toronto and other major markets.

Students further develop their skills and abilities in third year and learn to produce artwork of professional quality and excellence. During this year, students develop a solid understanding of art studio operation and the many relationships and functions in the industry. First-hand facts and information are obtained through field trips to specific businesses and personal contact with management and working professionals. The "field work" program gives students a greater insight into the various work environments within the industry. Special emphasis is on creating a highly professional portfolio.

CAREER PROSPECTS: Upon graduation, students are prepared to pursue careers starting as junior artists which lead to professional status in the graphic design industry. The industry offers diversity and exceptional opportunities for personal and professional growth. Graduates obtain positions in advertising agencies, graphic design studios, art studios, packaging companies, major retail organizations, publishing companies, film production studios, printing companies, computer graphics and desktop publishing companies, and corporations that operate in-house art and advertising departments. Metropolitan Toronto is Canada's largest centre for graphic arts and offers more opportunities in advertising design and graphic design than any other region in Canada.

SEMESTER 1 15 WEEKS

Colour Theory I
Communications II
Fundamentals of Drawing I
Drawing Research I
Multi-Media Rendering
Lettering and Typography I
Mechanicals
Design Fundamentals and Concepts I

SEMESTER 2 19 WEEKS

Design and Art History I
Colour Theory II
Fundamentals of Drawing II
Drawing Research and Multi-Media Rendering
Illustration I
Lettering and Typography II
Production I
Design Fundamentals and Concepts II

(continued...)

SEMESTER 3 15 WEEKS

Media and Techniques I
Professional Drawing I
Illustration II
Production II
Retail I
Corporate I
Advertising I
Design I

SEMESTER 4 19 WEEKS

Creative Communications I
Computer I
Professional Drawing II
Production III
Corporate II
Advertising II
Design II

SEMESTER 5 15 WEEKS

SEMESTER 6 19 WEEKS

In semesters 5 & 6 students have the option of pursuing either Graphic Design or Advertising Design.

ADVERTISING DESIGN

Creative Copywriting II	Creative Copywriting III
Media & Techniques III	Media & Techniques IV
Production IV	Production V
Computer II	Computer III
Corporate Advertising I	Corporate Advertising II
Advertising III	Advertising IV
Illustration IV	Illustration V
Retail II	Retail III

GRAPHIC DESIGN

Creative Copywriting II	Creative Copywriting III
Media & Techniques III	Media & Techniques IV
Production IV	Production V
Computer II	Computer III
Corporate III	Corporate IV
2D Design I	2D Design II
3D Design I	3D Design II
Professional Drawing III	Professional Drawing IV

GRAPHIC SIGN DESIGN & PRODUCTION

GBC Code GA1030 **Starting:** September
St. James Campus **Certification:** Diploma
2 Years

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Applicants must attend an orientation session and will be selected on the basis of a multi-part practical test of their artistic, perceptual and reproduction abilities. Please call (416) 867-2135 to make an appointment or for more information.

BACKGROUND: Credits in art from secondary school or previous training in industry or art school are desirable.

ABOUT THE PROGRAM: The Graphic Sign Design & Production program is the only one of its kind in Canada and attracts students from coast-to-coast. It is designed to provide students with sound training in the many aspects of the sign industry.

Throughout the program, basic skills and knowledge in lettering, design, and art are emphasized along with large scale pictorials for advertising purposes. Students learn CAD/ CAM system computers to assist in the design and production of signage. There is also an emphasis on designing and producing quality work at commercially acceptable rates.

Students study small business management, marketing and sales, advertising and art to round out the training to allow them to pursue a career in a varied and exciting industry.

CAREER PROSPECTS: Metro Toronto is the major centre for the sign industry and offers more employment opportunities in this field than anywhere else in Canada. Graduates obtain positions in: major sign companies (both electrical and billboard advertising companies); traditional sign shops; advertising agencies; department store chains, and the in-house sign departments of large corporations and government divisions.

SEMESTER 1	15 WEEKS
	Signwriting
	Lettering
	Screen Printing
	Design and Colour

SEMESTER 2	19 WEEKS
	Signwriting
	Lettering
	Screen Printing
	Foundation Art
	Design and Colour

SEMESTER 3	15 WEEKS
	Signwriting
	Showcard Writing
	Illuminated Signs
	Advanced Screen Printing
	Small Business Management
	Pictorial Art

SEMESTER 4	19 WEEKS
	Signwriting
	Showcard Writing
	Presentation Art
	Advanced Screen Printing
	Design & Colour
	Illuminated Signs
	Pictorial Art

OFFSET PRINTING

GBC Code G542 **Starting:** Bi-annually
St. James Campus **Certification:** Certificate
40 Weeks

PREREQUISITES: Grade 10. All applicants must be interviewed and take tests in mechanical reasoning and colour vision. A tour of the department is strongly recommended.

ABOUT THE PROGRAM: This short technical program is designed to train a person in the operation of various types of small offset, letterpress, and narrow web label presses likely to be encountered in captive plants or small printing shops. Instruction will also be given in pre-press operation which will include: electronic composition, paste-up, basic camera (line and half tone reproduction), and printing surface preparation (stripping and platemaking). To assist students to be more beneficial to employers, some binding and finishing operations will be taught. All subjects are taught on a block system. Technical time is divided—50% offset press, 25% camera and stripping, 25% copy preparation, letterpress, label press and bindery.

CAREER PROSPECTS: Graduates obtain positions in instant printing shops, in-house printing departments, and small commercial printing companies.

COURSES	40 WEEKS
COMP531	Copy Preparation (paste-up, electronic composition)
CAM534	Process Camera Operation
PSP536	Stripping and Platemaking
LTPR538	Machine Printing Letterpress/ Flexo Label Press
LITH540	Machine Printing Offset
BIND542	Binding and Finishing
QC501	Quality Control

PRINTING TECHNICIAN

GBC Code GA1000
St. James Campus
2 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above basic level) or equivalent, or mature student status (age 19 or older). Grade 12 English and mathematics. Any science, physics or chemistry background is recommended. All applicants must attend an interview, a mechanical reasoning test, a colour vision test, and tour of the Printing Technology Department. Students entering Semester 1 must either type 40 wpm or take a Lumisonic Typing course.

BACKGROUND: Drafting techniques, mechanical aptitude, typing skills, and creative interests are all useful in various areas of print technology.

ABOUT THE PROGRAM: The printing industry is one of the largest employers in the greater Toronto area. More than 60 per cent of the printing in Canada is generated in Southern Ontario.

The printing technology department has various types of presses, computer typesetting equipment, process camera, colour scanners, stripping, platemaking and bindery equipment. Technicians in the 2-year program take "hands-on" technical training in four major areas for each of the two years: e.g. presswork, typesetting, camera/stripping, and bindery.

CAREER PROSPECTS: Printing technicians may find employment at the introductory levels of traditional craft areas such as typographic composition (typesetting, layout, paper and film assembly), or pre-press preparatory work (camera operation, film imposition, platemaking), or press operation (in a supervised capacity tending offset, rotogravure or flexographic presses), or binding and finishing (operating computerized cutters, folders).

YEAR 1	32 WEEKS
COMP103	Introduction to Computer Typesetting
COMP110	Paper and Film Assembly (Paste-up)
CAM100	Photomechanical Reproduction
PSP100	Film Imposition/Printing Surface Preparation
LTPR101	Machine Printing Letterpress/ Flexo Label Press
LITH100	Machine Printing Offset
LITH110	Machine Printing Offset
BIND100	Binding and Finishing
PROD102	Introduction to Printing Plant Processes
MATH131	Mathematics (Semester 1)
ENG146	English and Communications (Semester 1)
SC121	Integrated Science (Semester I)
ENG156	Language and Communications (Semester 2)
SC122	Integrated Science (Semester 2)
AUD103	Lumisonic Typing
MATH132	Mathematics (Semester 2)

YEAR 2	32 WEEKS
COMP215	Introduction to Desktop Publishing (IBM/Ventura)
CAM200	Photomechanical Reproduction
PSP200	Film Imposition/Printing Surface Preparation
FLEX200	Machine Printing Flexography
ROTO200	Machine Printing Rotogravure
LITH230	Machine Printing Web Offset
LITH220	Machine Printing Offset
BIND200	Binding and Finishing
SC231	Quality Control (Semester 3)
MATH231	Mathematics (Semester 3)
SC232	Quality Control (Semester 4)
MATH232	Mathematics (Semester 4)
PHY231	Physics (Semester 3)
PHY232	Physics (Semester 4)

PRINTING TECHNOLOGY

GBC Code GA1010
St. James Campus
3 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 English and mathematics. Grade 12 chemistry and Grade 11 physics are recommended. All applicants must attend an interview, a mechanical reasoning test, a colour vision test, and tour of the Printing Technology Department. Students entering Semester 1 must type 40 wpm or take a Lumisonic Typing course.

BACKGROUND: Drafting techniques, mechanical aptitude, typing skills, and creative interests are all useful in various areas of printing technology.

ABOUT THE PROGRAM: The printing industry is one of the largest employers in the greater Toronto area. In fact, more than 60% of the printing in Canada is generated in Southern Ontario.

The Printing Technology Department has various types of presses, computer typesetting and desktop equipment, process camera, colour scanners, stripping, platemaking and bindery equipment. Technologists in the 3-year program take hands-on technical training in four major areas for each of the first two years, and then select from either preparatory or machine areas in which to specialize in the third year.

CAREER PROSPECTS: Depending on the selection of third-year technical specialization, printing technologists may find employment in the traditional craft areas of typographic composition (computer typesetting, mark-up, layout, paper and film assembly), or pre-press preparatory work (camera operation, colour separation, film imposition, platemaking), or press operation (tending various offset presses, rotogravure, or flexographic presses), or binding and finishing (operating computerized cutters and other precision equipment for folder, stitching, assembling). In addition, there are employment opportunities in areas of quality assurance and introductory management functions (hardware applications and purchasing, technical service/repair, production control, estimating, marketing and sales).

YEAR 1	32 WEEKS
COMP103	Introduction to Computer Typesetting
COMP110	Paper and Film Assembly (Paste-up)
CAM100	Photomechanical Reproduction
PSP100	Film Imposition/Printing Surface Preparation
LTPR101	Machine Printing Letterpress/ Flexo Label Press
LITH100	Machine Printing Offset
LITH110	Machine Printing Offset
BIND100	Binding and Finishing
PROD102	Introduction to Printing Plant Processes
MATH131	Mathematics (Semester I)
ENG146	English and Communications (Semester 1)
SC121	Integrated Science (Semester I)
ENG156	Language and Communications (Semester 2)
SC122	Integrated Science (Semester 2)
AUD103	Lumisonic Typing
MATH132	Mathematics (Semester 2)

(continued...)

YEAR 2 — 32 WEEKS

COMP215	Introduction to Desktop Publishing (IBM/Ventura)
CAM200	Photomechanical Reproduction
PSP200	Film Imposition/Printing Surface Preparation
FLEX200	Machine Printing Flexography
ROTO200	Machine Printing Rotogravure
LITH230	Machine Printing Web Offset
LITH220	Machine Printing Offset
BIND200	Binding and Finishing
SC231	Quality Control (Semester 3)
MATH231	Mathematics (Semester 3)
SC232	Quality Control (Semester 4)
MATH232	Mathematics (Semester 4)
PHY231	Physics (Semester 3)
PHY232	Physics (Semester 4)

YEAR 3 — 32 WEEKS

In year 3, students select the area in which they wish to specialize by choosing one of the four options. Students in any option will take all the courses listed in that option, plus two technical elective courses from other option areas. A selection of electives from business courses must be taken and the types of courses normally available are as follows: Psychology, Statistics, Economics, Data Processing, Accounting, and Business Mathematics. Business electives must total a minimum of 180 course hours for the year.

Option 1—Typographic Composition

COMP314	Pagemaker (IBM)
COMP324	Operating Systems
COMP325	Ventura Publisher (IBM)
COMP335	Typography Terms and Concepts
COMP345	Page Layout and Typography for Desktop Publishing
COMP355	Computer Literacy for Composition
EST300	Graphic Arts Estimating (Semester 5)
WORD300	Basic Word Processing
TRP301	Technical Report
ELECT000	Elective
ELECT000	Elective
ELECT002	Elective—Technical (Semester 5)
ELECT003	Elective—Technical (Semester 6)

Option 2—Camera/Stripping

CAM300	Photomechanical Reproduction
CAM310	Photomechanical Reproduction
CAM325	Technology in the Workplace
CAM330	Photomechanical Reproduction (Scanner)
PSP300	Film Imposition/Printing Surface Preparation
PSP310	Film Imposition/Printing Surface Preparation
PSP320	Film Imposition/Printing Surface Preparation
EST300	Graphic Arts Estimating (Semester 5)
TRP301	Technical Report
ELECT000	Elective
ELECT000	Elective
ELECT002	Elective—Technical (Semester 5)
ELECT003	Elective—Technical (Semester 6)

(continued...)

Option 3—Machine Printing

LTPR300	Die Cutting and Embossing
FLEX300	Machine Printing Flexography
ROTO300	Machine Printing Rotogravure
LITH310	Machine Printing Offset
LITH320	Machine Printing Offset
LITH330	Machine Printing Web Offset
EST300	Graphic Arts Estimating (Semester 5)
TRP301	Technical Report
ELECT000	Elective
ELECT000	Elective
ELECT002	Elective—Technical (Semester 5)
ELECT003	Elective—Technical (Semester 6)

Option 4—Binding and Finishing

BIND300	Binding and Finishing
BIND310	Binding and Finishing
BIND320	Binding and Finishing
BIND330	Binding and Finishing
BIND340	Binding and Finishing
BIND350	Binding and Finishing
EST300	Graphic Arts Estimating (Semester 5)
TRP301	Technical Report
ELECT000	Elective
ELECT000	Elective
ELECT002	Elective—Technical (Semester 5)
ELECT003	Elective—Technical (Semester 6)

SCREEN PROCESS PRINTING

GBC Code GA5400 **Starting:** September
St. James Campus **Certification:** Certificate
40 Weeks

PREREQUISITES: Grade 10. All applicants must attend an orientation session, pass a mechanical reasoning test, and pass a practical test of their visual perception skills and artistic ability. Please call (416) 867-2135 to make an appointment or for more information.

ABOUT THE PROGRAM: Screen printing is a rapidly growing segment of the specialized printing industry. Surfaces such as plastic, glass, metal, fabric, wood and paper in areas such as textiles, wallpapers, signs, advertising posters and printed circuits are all printed by this method. Students with artistic and mechanical aptitude do particularly well at this work. All subjects are taught in a modular system.

CAREER PROSPECTS: Graduates obtain positions as camera operators, stencil cutters, layout persons, ink formulators, press operators and finishers. Some graduates have obtained positions at the management level.

SEMESTER 1 20 WEEKS

Basic Mechanical Layout and Typography
Basic Stencil Film Imposition
Basic Manual and Mechanized Press Operation and Production

SEMESTER 2 20 WEEKS

Photomechanical Reproduction
Advanced Film Imposition
Intermediate Manual, Mechanized and Photo-mechanical Processing
Advanced Manual and Mechanized Press Operation and Production

SIGNWRITING

GBC Code GA5460 **Starting:** September
St. James Campus **Certification:** Certificate
34 Weeks

PREREQUISITES: Grade 10. Applicants must attend an orientation session and will be selected on the basis of a multi-part practical test of their artistic, perceptual and reproduction abilities. Please call (416) 867-2135 to make an appointment or for more information.

ABOUT THE PROGRAM: The program is designed to give students the basic skills and knowledge necessary to work in the sign industry. Students will study type faces suitable for sign work. They will practise lettering for show cards, banners, permanent type signs, and learn to use computerized equipment.

Various materials, paints, and tools used in the sign industry will be studied; materials will be prepared and/or reclaimed for the various projects. Students will be introduced to the theory and practice of screen printing as it relates to the sign industry.

Basic layout ideas and colour theory and practice will be studied and developed into more complicated designs suitable for signs. The emphasis throughout the program will be on producing quality work.

SEMESTER 1 15 WEEKS

Basic Signwriting
Lettering
Screen Process Printing
Foundation Art
Design & Colour

SEMESTER 2 19 WEEKS

Signwriting
Lettering
Design & Colour
Screen Process Printing
Foundation Art

HEALTH SCIENCES DIVISION

CHAIRPERSONS:
Maureen Komlos, *(Interim) Diploma Nursing*
Dr. Betty Power, *Diploma Nursing*
Paula Price, *Diploma Nursing*
Douglas Stulla, *Allied Health & Post-Diploma Nursing*

MANAGER:
Mary Raspor, *Nursing Assistant Program*

Cathy Crouch graduated from Fitness and Lifestyle Management in 1984. She is now Assistant Manager of The Club at Yorkdale.

CHIROPODY

GBC Code DE1130 **Starting:** September
Nightingale Campus **Certification:** Diploma **3 Years**

PREREQUISITES: 1) Ontario Secondary School Diploma; 2) Grade 11 or 12 credits in biology, chemistry, English. Advanced Mathematics and Physics; 3) A minimum average of 65% in the prerequisite subjects; 4) A visit to a chiropody clinic and completion of a questionnaire; 5) Personal interview at Toronto General Hospital Chiropody Clinic or Michener Institute; 6) Final admission based on academic average and interview score.

ABOUT THE PROGRAM: Chiropody is a health care profession concerned with the care and treatment of foot disorders. Chiropodists work in clinical settings as part of a health care team, and as such, are responsible for diagnosis, treatment and management of acute and chronic footcare problems. Our chiropody program is the only program of its type in Ontario. Jointly offered by three institutions (The Toronto General Hospital, Michener Institute, and George Brown College), it provides students with several hundred hours of supervised clinical experience working with patients.

CAREER PROSPECTS: To practise as a chiropodist in Ontario, graduates must successfully complete all theoretical and clinical courses and register with the Board of Regents, Chiropody. They then usually find full-time employment with hospitals or Public Health Units.

SEMESTER 1	15 WEEKS
CLIN116	Clinical Skills
CHIR108	Chiropodial Therapeutics
BIO122	Introductory Biology
BIO116	Anatomy and Physiology
BIO123	Microbiology
HIST108	Histology (including cell and genetics)
ENG106	Language and Communications I
ORTH108	Orthotics

SEMESTER 2	21 WEEKS
POD127	Podology I
CHIR116	Chiropodial Therapeutics and Physical Therapy
CHIR110	Emergency Care
CLIN115	Clinical Skills I
ANAT115	Anatomy and Physiology of the Lower Extremity
HUMN104	Ethics for Health Sciences
ORTH108	Orthotics

SEMESTER 3	15 WEEKS
POD228	Podology II
PHAR205	Pharmacology
PATH212	General Pathology
BIO205	Biomechanics I Case Presentations II
CLIN206	Clinical Skills II
PSY170	Introductory Psychology
ORTH205	Orthotics III
HUMN204	Chiropody in the Community

SEMESTER 4	21 WEEKS
POD238	Podology III
SURG202	Surgery
BIO212	Biomechanics II
PATH213	Pathology
CLIN216	Clinical Skills III
ORTH215	Orthotics IV
SURG203	Local Anaesthesia and Skin Surgery

SEMESTER 5	15 WEEKS
POD309	Podology IV
CLIN307	Clinical Skills IV
GER200	Gerontology
DERM300	Dermatology
LAW304	Public Health, Jurisprudence and Professional Relationships
ORTH305	Orthotics IV
SURG301	Local Anaesthesia and Nail Surgery

SEMESTER 6	21 WEEKS
CLIN316	Clinical Skills V

For more information, please call Pat Sennett at (416) 596-3153.

DENTAL ASSISTANT

GBC Code DE1410 **Starting:** September
Casa Loma Campus **Certification:** Certificate
34 Weeks

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 11 or 12 Biology and Chemistry. Qualified applicants will be selected on the basis of testing in English, mathematics and basic sciences.

ABOUT THE PROGRAM: Students receive instruction in oro-facial anatomy, human biology, microbiology, preventive dentistry, nutrition, and many other related areas to prepare for various clinical duties.

The dental assistant gives chairside assistance to the operator and is qualified to take and process dental x-rays. Other duties include management of the patient and business office records, sterilization procedures and preparation of a variety of dental materials. The assistant may also become involved in oral hygiene instruction.

CAREER PROSPECTS: Graduates may apply for certification with the Ontario Dental Nurses and Assistants Association. They find employment in private practice, public health and hospitals.

SEMESTER 1	17 WEEKS
ANAT102	Oro-Facial Anatomy
DENT106	Dental Materials I
DENT109	Pre-Clinical Dental Radiography
PCT101	Pre-Clinical Techniques (Theory)
DENT119	Dental Office Management I
BIO115	Human Biology
BIO104	Microbiology
ENG141	Language and Communications I
PSY100	Social Psychology
PCT102	Pre-Clinical Techniques (Practical)

SEMESTER 2	17 WEEKS
DENT104	Preventive Dentistry
DENT107	Dental Materials II
DENT112	Clinical Dental Radiography
NUT101	Nutrition
PCT103	Clinical Techniques (Theory)
DENT129	Dental Office Management II
BIO125	Human Biology
PHAR102	Pharmacology and Emergency Care
ENG202	Language and Communications II
PSY100	Social Psychology
FLDP100	Field Practice
PCT104	Clinical Techniques (Practical)

For more information, please call (416) 944-4546.

DENTAL HYGIENE

GBC Code DE4420 **Starting:** September
Casa Loma Campus **Certification:** Certificate
36 Weeks

PREREQUISITES: Applicants must present at time of application:
1) Formal proof of: (a) current Ontario Dental Nurses and Assistants Association Certification as a Dental Assistant *and/or* (b) successful completion of the Ontario Dental Nurses and Assistants Association Challenge Exam *and/or* (c) graduation from the Dental Assisting Program at an accredited Ontario Community College;
2) Formal proof of a minimum of six consecutive months of full-time work experience as a dental assistant, obtained subsequent to any of the above (a, b, c); and
3) Completed applicant work history information form.

All documentation must be completed and received by the College prior to an applicant's consideration for acceptance. The College reserves the right to validate all documentation submitted by the applicant.

At a compulsory program orientation session, a standard test of dental science knowledge and English will be administered and the previously completed applicant information form will be collected. The results of standard testing, together with the applicant's educational and employment history, will provide the basis for acceptance decisions.

Please note: A CPR Basic Rescuer course is a first semester co-requisite. Certification must be obtained before a student begins the second semester Clinical Techniques course (PCT203).

ABOUT THE PROGRAM: The dental hygienist is trained to work with patients under the general supervision of a dentist. Services provided to the patient are of a preventive nature. Students learn to scale and polish teeth, polish amalgam fillings, take x-rays, take impressions for study models, place rubber dams, apply fissure sealants and anti-cariogenic agents, apply topical anaesthetics, provide individualized oral hygiene home care, remove sutures, and place and remove orthodontic arch wires, bands and brackets. The hygienist may be involved in dietary counselling in relation to dental disease and dental health education.
Graduates of this program are required to complete a provincial licensing examination.

CAREER PROSPECTS: Graduates are employed in private practice, public health and hospitals.

SEMESTER 1	17 WEEKS
DENT217	Community Dentistry
HIST106	General Histology
NUT202	Nutrition
PCT205	Patient Assessment
PATH110	Pathophysiology A (Introductory Pathology)
PATH112	Pathophysiology D (Oral Pathology and Preventive Dentistry II)
PCT201	Pre-Clinical Techniques
PERI100	Periodontics I
ANAT205	Anatomy—Head and Neck
ENG138	Dental Communication I
PSY200	Social Psychology

SEMESTER 2	19 WEEKS
DENT206	Dental Health Education
DENT209	Advanced Radiography
HIST116	Dental Histology and Embryology
NUT203	Nutrition Counselling
ORTH100	Orthodontics
PCT203	Clinical Techniques
PERI101	Periodontics II
ANAT215	Anatomy—Head and Neck
ENG238	Dental Communication II
PSY200	Social Psychology
FLDP200	Field Practice
PATH112	Pathophysiology D (Oral Pathology and Preventive Dentistry II)
PAED100	Paedodontics
PATH111	Pathophysiology B (Oral Medicine and Assessment)
DENT	Ethics and Issues

For more information, please call (416) 944-4546.

DENTAL HYGIENE—EXPANDED DUTIES

GBC Code DE4000 **Starting:** September
Casa Loma Campus **Certification:** Certificate
23 Weeks

PREREQUISITES: Ontario Licensure as a Dental Hygienist with a minimum of one year work experience.

ABOUT THE PROGRAM: The expanded duty dental hygienist performs restorative procedures in addition to traditional preventive duties.
The expanded duty hygienist, under the general supervision of a dentist, places and finishes amalgam, resin and temporary restorations and cements temporary crowns.
Students practise various procedures on a manikin, after which they spend ten weeks in a clinical setting performing restorative procedures on patients.
Graduates write a provincial licensing examination.

CAREER PROSPECTS: Graduates are employed in private practice, public health and hospitals.

COURSES	23 WEEKS
DENT400	Science of Dental Materials
HIST400	Advanced Dental Histology and Embryology
PCT401	Pre-Clinical Restorative Techniques
PCT402	Clinical Techniques
DENT401	Functional Occlusion

For more information, please call (416) 944-4546.

DENTAL TECHNOLOGY

GBC Code DE1020 **Starting:** September
Casa Loma Campus **Certification:** Diploma
3 Years

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 11 or 12 Chemistry, Physics and Biology. Qualified applicants will have a manual dexterity test. Candidates will be required to attend an orientation session.

ABOUT THE PROGRAM: Dental technicians make a major contribution to the practice of dentistry. These dental workers fabricate all the various appliances used by dentists in the treatment of patients.

Dental technicians fabricate from a dentist's prescription, orthodontic appliances, full dentures, partial dentures, crowns and bridges. The technician may also produce specialty items such as surgical splints and sports mouth guards.

The program at George Brown is the only one of its kind in Ontario. The teaching program is highly project-oriented and the student-instructor ratio allows for individual instruction throughout the program.

CAREER PROSPECTS: Dental technicians can choose to be employed by a commercial dental laboratory, a dentist, or enter the Armed Forces with an advanced rank. They may also become a registered dental technician and open and operate a dental laboratory.

SEMESTER 1	17 WEEKS
ENGI06	Language and Communications
ANAT117	Orofacial Anatomy
ANAT118	Functional Anatomy
ORTHO102	Orthodontics 1
LAB106	Complete Denture Construction I
LAB107	Complete Denture Construction Theory

SEMESTER 2	
	Human Relations
	Orofacial Anatomy
	Functional Anatomy
	Crown and Bridge, Prosthodontics & Ceramics I
	Removable Partial Denture Casting I
	Integrative Dental Tech. Practice I

SEMESTER 3	
DENT203	Dental Health Care
	Complete Denture Construction II
	Crown and Bridge Ceramics II
	Removable Partial Denture Casting II
	Orthodontics II
MGMT200	Intro to Micro Computer

SEMESTER 4	
MANG300	Small Business Management
	Crown and Bridge Ceramics III
	Removable Partial Denture Casting III
	Orthodontics III
	Complete Denture Construction III

SEMESTER 5	
MANG301	Business Administration and Dental Lab Management
	Dental Technology Speciality
	Integrative D.T. Practice II

SEMESTER 6
Pre-Graduate Experience

For more information, please call (416) 944-4546.

DENTURE THERAPY

GBC Code DE1070 **Starting:** September
Casa Loma Campus **Certification:** Diploma
3 Years

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 11 or 12 Chemistry, Physics and Biology. Qualified applicants will have a manual dexterity test. Candidates will be required to attend an orientation session.

ABOUT THE PROGRAM: Students are trained in the technical and clinical areas required to fabricate and insert dentures. Other subjects studied include biological sciences and social services. The George Brown program is the only one of its kind in Ontario and includes a large clinical component.

CAREER PROSPECTS: Therapists may choose to set up an independent private practice or work under supervision to fabricate complete upper and lower dentures. A therapist must work under the supervision of a dentist for the fabrication of cast partial dentures.

SEMESTER 1	17 WEEKS
DTC102	Denture Therapy I – Preclinical and Technical Skills
DENT131	Manipulation and Application of Dental Materials
ANAT102	Orofacial Anatomy
BIOI19	Biology: Human Anatomy and Physiology I
BIO104	Microbiology
ENGI06	Language and Communications I

SEMESTER 2	17 WEEKS
DTC112	Denture Therapy II–Preclinical and Technical Skills
MAN105	Introduction to the Management of Denture Therapy Processes
ANAT205	Anatomy of the Head and Neck
BIO129	Biology: Human Anatomy and Physiology II
HIST104	General Histology
PHARM102	Pharmacology and Emergency Care
HRI01	Human Relations

SEMESTER 3	17 WEEKS
DTC201	Partial Dentures
DTC200	Denture Therapy Practice I and Prosthodontics
KINE205	Dental Kinesiology
PATH110	Principles of Pathology
HIST104	Dental Histology and Embryology

SEMESTER 4	17 WEEKS
DTC200	Denture Therapy Practice II
RAD210	Radiographic Pattern Recognition
PATH111	Oral Medicine and Assessment
GER202	Geriodontics and Gerontology
DENT310	Community Dentistry
PATH112	Oral Pathology

SEMESTER 5	17 WEEKS
DTC302	Advanced Partial Dentures
DTC303	Denture Therapy Practice III
SBM100	Small Business Management
PSY301	Psychology in Dentistry
DENT302	Preventive Dentistry
HEAL213	Health Promotion

SEMESTER 6	17 WEEKS
DTC313	Denture Therapy Practice IV
TECH302	Case Presentation of Clinical Processes
DTC301	Practice Management
HR302	Human Relations, Solving Problems in Professional Relationships
DTC304	Pre-Graduate Experience

For more information, please call (416) 944-4546.

FITNESS AND LIFESTYLE MANAGEMENT

GBC Code PE1410 **Starting:** September
Casa Loma Campus **Certification:** Diploma
2 Years

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 11 or 12 Biology. Qualified applicants will be selected on the basis of testing in English and basic sciences.

BACKGROUND: Credits in chemistry and physics at the senior level are desirable.

ABOUT THE PROGRAM: The Fitness and Lifestyle Management program prepares graduates to meet the multi-dimensional demands of a growing industry.

Fitness practitioners provide assessment, counselling, exercise prescription and leadership services which require keen motivational, technical and organizational abilities. Along with strong interpersonal and communication skills, the practical and administrative skills of highly trained fitness and health style graduates are recognized by the industry and paramount in the provision and management of safe, effective fitness and health programs.

The Fitness and Lifestyle Management program has been a leader in the provincial fitness scene for over 15 years. Still a forerunner, the program provides extensive academic and practical training within five curriculum streams: Assessment/Exercise Prescription; Leadership; Management/Program Administration; Health Promotion; and Basic and Applied Sciences.

During the first year, students learn kinesiology, physiology, nutrition and effective communication skills with application to exercise technique, leadership, assessment and health promotion. In the second year, students gain additional theoretical knowledge in the areas of nutrition, health promotion and pathology. Skills are further developed in exercise class leadership, assessment, and exercise prescription through the operation and management of a College fitness centre. In the final seven weeks of the program, students gain work experience in a fitness setting of their choice.

CAREER PROSPECTS: Graduates find employment in a variety of private fitness facilities, community centres, employee fitness programs and hospitals, as well as in self-generated positions.

With the focus shifting from curative to preventive health care management, career opportunities will expand in these areas and new markets will develop, as more individuals adopt an active lifestyle.

SEMESTER 1	17 WEEKS
KIN100	Kinesiology I
FIT111	Introduction to Fitness I Assessment
FIT115	Exercise Class Leadership I
PHYS105	Muscle Physiology
BIO110	Biology for Fitness
ENG106	Language and Communications
FIT107	Applied Exercise Techniques 1
PROJ100	Introduction to Management
HEAL103	Introduction to Health Promotion

SEMESTER 2	17 WEEKS
KIN110	Kinesiology II
FIT113	Introduction to Fitness Testing II
FIT108	Applied Exercise Techniques II
FIT125	Exercise Class Leadership II
FIT116	Fitness Testing Clinic
NUT104	Nutrition 1
PHYS108	Physiology of Exercise
HR101	Human Relations

For more information, please call (416) 944-4562.

(continued...)

SEMESTER 3	17 WEEKS
FIT215	Exercise Class Leadership III
ADM204	Fitness Management Projects
FIT213	Fitness Assessment
FIT209	Guidelines to Exercise Programming
FIT207	Program Administration Clinic
NUT206	Nutrition Guidance
HEAL203	Health Promotion
FIT205	E.C.G. Monitoring Techniques

SEMESTER 4	10 WEEKS
FIT225	Exercise Class Leadership IV
ADM214	Fitness Management Projects II
FIT223	Advanced Fitness Assessment
FIT212	Programming for Special Cases
FIT217	Program Administration Clinic II
NUT207	Nutrition Guidance (Special Cases)
PATH109	Pathology
HEAL101	Prevention and Treatment of Injuries

SEMESTER 4	7 WEEKS
PROJ205	Co-op Training in Fitness Field
FIT210	Fitness Seminars
ADM224	Fitness Management Projects III

DIPLOMA NURSING

GBC Code NU1030 **Starting:** September and January
St. James Campus **Certification:** Diploma
3 Years

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent including Grade 12 English, Mathematics and two Science subjects at the Grade 11 or Grade 12 level of which Biology must be one, and either Chemistry or Physics must be the second.

The College will consider applications from mature students (19 years or over) who do not have the Grade 12 specifications listed above. All applicants will be required to write an admissions test in English, Mathematics and Science.

Students must obtain a CPR Certificate approved by the Ontario Heart Foundation prior to the commencement of semester two and keep it current throughout the program. Applicants selected to the Diploma Nursing Program will be required to complete the George Brown Medical Form required in keeping with the Ontario Public Hospitals' Act. The College recommends that students have the Hepatitis B vaccination for their own safety prior to entry.

ABOUT THE PROGRAM: This program educates individuals to become responsible and accountable practitioners of nursing in accordance with established Standards of Practice (College of Nurses of Ontario).

The curriculum combines both nursing and general education courses, as well as clinical experience. In the third year, there is one elective; students may choose one of several courses.

The central themes of the curriculum are:
– principles of nursing process and problem solving skills
– a working understanding of nursing theory (Orem) as basis for nursing practice
– professional responsibility and accountability
– principles of adult learning
– caring and helping which are the essence of nursing.

CAREER PROSPECTS: Graduates of the program who are sucessful in the Ontario Nurse Registration Examinations may be employed in acute and chronic care hospitals, convalescent hospitals, rehabilitation agencies, community nursing, retirement homes and nursing homes.

SEMESTER 1	17 WEEKS
NU111	Nursing Theory I
NU112	Nursing Practicum I
NU113	Human Relations
ANATI13	Anatomy and Physiology I
PSYI15	Developmental Psychology
ENG147	English: Language

SEMESTER 2	17 WEEKS
NU121	Nursing Theory II
NU122	Nursing Practicum II
PATH121	Pathology and Therapeutics I
ANAT123	Anatomy and Physiology II
PSYI25	General Psychology
HUMN126	Humanities: Religion & Moral Issues

SEMESTER 3	17 WEEKS
NU231	Nursing Theory III
NU232	Nursing Practicum III
PATH232	Pathology and Therapeutics II
HUMN237	Humanities: Philosophy & Moral Issues

SEMESTER 4	17 WEEKS
NU241	Nursing Theory IV
NU242	Nursing Practicum IV
PATH243	Pathology and Therapeutics III
SOC240	Introductory Sociology

SEMESTER 5	17 WEEKS
NU351	Nursing Theory V
NU352	Nursing Practicum V
PATH354	Pathology and Therapeutics IV
ELECT	General Education Elective

SEMESTER 6	17 WEEKS
NU361	Nursing Theory VI
NU362	Nursing Practicum VI

NURSING ASSISTANT

GBC Code NU110 **Starting:** September and January
St. James **Certification:** Certificate
1 Year

PREREQUISITES: Ontario Secondary School Diploma (general level) or equivalent including Grade 12 English and mathematics and Grade II or 12 biology. The college will consider mature students (19 years or over) who do not have the academic requirements listed above. All applicants will be required to write an admission test in English, mathematics and science.

Students are required to obtain a CPR certificate approved by the Ontario Heart Foundation before commencing semester 2 and keep it current throughout the program. Applicants selected for the Nursing Assistant program will be required to complete the George Brown medical form. These requirements are stipulated in the Ontario Public Hospitals' Act. The college also recommends that students have the Hepatitis B vaccination for their own safety prior to entry.

ABOUT THE PROGRAM: Nursing Assistants play a vital role in the health care team in hospitals and community-based agencies. They provide basic nursing care to individuals on their own as well as with other nursing and health team members.

Students in the program are provided with the learning opportunities to develop the competencies required to meet the Standards of Nursing Practice for Nursing Assistants (College of Nurses of Ontario). Graduates of this program are eligible to write the provincial registration exams that allow them to become Registered Nursing Assistants (RNAs) in Ontario.

This 36-week program is composed of two semesters at four levels of integrated theory and nursing practice. Semester 1, Level 1 (12 weeks) offers basic knowledge in the biological and social sciences as well as nursing theory and skills.

Semester 2, Levels 2, 3 and 4 (24 weeks) provides opportunities for the application of theory and nursing skills in a variety of clinical settings outside the college.

The curriculum is designed with a nursing focus and developed within the context of human needs and the nursing process.

CAREER PROSPECTS: Registration of nursing assistants in Ontario is obtained through successful completion of provincial registration examinations. RNAs are employed in Nursing Homes, Retirement Homes, Rehabilitation Agencies, Acute-Care Hospitals and Community Agencies.

SEMESTER 1	12 WEEKS
Level I	
NURS107	Nursing Theory I
NURS108	Nursing Practicum I
BIO121	Biological Sciences
SOCI03	Social Sciences

SEMESTER 2	24 WEEKS
Level 2	
NURS220	Nursing Theory II
NURS221	Nursing Practicum II
Level 3	
NURS230	Nursing Theory III
NURS231	Nursing Practicum III
Level 4	
NURS240	Nursing Theory IV
NURS241	Nursing Practicum IV

Note: A major curriculum revision is proposed for September 1992.

Refresher/Upgrading Nursing Programs (Nursing/Upgrading for Graduate Nurses)

OPTION A:
GBC Code NU4100 **Starting:** September, December and March
Nightingale Campus **13 Weeks (plus modules, as required)**

ABOUT THE PROGRAM: This 13- to 34-week program is designed for registered nurses to refresh their skills and knowledge before returning to active practice or for graduate nurses to upgrade before writing the certification examination required by the College of Nurses of Ontario. The 13-week core is the refresher component and is also prerequisite to the three 7-week modules: Maternal-Newborn Nursing, Pediatric Nursing and Psychiatric Nursing. Classroom theory is balanced with relevant clinical practice in downtown Toronto hospitals.

OPTION B:
GBC Code NU4020 **Starting:** September
Nightingale Campus **32 Weeks (plus modules, as required)**

ABOUT THE PROGRAM: This 32- to 53-week program is designed for registered nurses to refresh their skills and knowledge before returning to active practice or for graduate nurses to upgrade before writing the certification examination required by the College of Nurses of Ontario. The long-stream, 32-week core allows students to continue working while refreshing or upgrading their skills. Classes are held one day per week. The 32-week core is the refresher component and is also prerequisite to the three 7-week modules: Maternal-Newborn Nursing, Pediatric Nursing and Psychiatric Nursing. The modules are only offered on a full-time basis. Classroom theory is balanced with relevant clinical practice in downtown Toronto hospitals.

PREREQUISITES: When applying to either program, applicants must present at time of application a) current Certificate of Competence from the College of Nurses of Ontario *or* b) a letter of ruling from the College of Nurses of Ontario. In addition an interview, a medical examination and a current CPR basic rescuer certificate (Heart and Stroke Foundation).

CAREER PROSPECTS: Registered nurses who take courses of the program for refreshment purposes find employment in acute care hospitals, specialty hospitals, extended care hospitals, convalescent hospitals, rehabilitation agencies, public health agencies, retirement homes and nursing homes. Non-registered nurses who complete courses for upgrading purposes as set out in their letter of ruling are eligible to write Ontario Nurse Certification Examinations and if successful, work as registered nurses as above.

The core program (13 or 32 weeks) includes:

RBN400	Review of Basics to Nursing
MSN401	Medical-Surgical Nursing — Practical

Modules, all 7 weeks, include:

MATN400	Maternal-Newborn Nursing — Community Experience
MATN401	Maternal-Newborn Nursing — Practical
MATN402	Maternal-Newborn Nursing — Theory
PEDN401	Pediatric Nursing — Practical
PEDN402	Pediatric Nursing — Theory
PSYCHN400	Psychiatric Nursing — Community Experience
PSYCHN401	Psychiatric Nursing — Practical
PSYCHN402	Psychiatric Nursing — Theory

For more information, please call Cynthia McNairn at (416) 867-2561 or Michael Trudell at (416) 867-2320.

Registered Nurse—Critical Care

GBC Code NU4000 **Starting:** September and January
Nightingale Campus **Certification:** Certificate
16 Weeks

PREREQUISITES: Current Certificate of Competence, College of Nurses of Ontario or, if from out of province, eligibility for registration in Ontario; current nursing experience in an active treatment centre; B.C.L.S. (Heart and Stroke Foundation); an interview, and a medical.

ABOUT THE PROGRAM: This program prepares registered nurses to give competent care to critically ill individuals and their families.

The program is divided into two phases, each consisting of a theory and a clinical component. In Phase I, the focus is on learning core concepts of critical care nursing through a study of the stable, critically ill individual. In Phase II, a case study format is used to build upon the core concepts and the focus is on upon the unstable, critically ill individual suffering from complex, multisystem problems.

Theory includes:

- advanced anatomy and physiology of the vital systems, i.e. cardiovascular, respiratory, renal, nervous and endocrine
- pathology of selected diseases including medical assessment and management
- nurse's role in selected assessment and supportive measures, e.g. electrocardiogram, hemodynamic monitoring, venipuncture, intracranial pressure monitoring, ventilators
- systematic nursing assessment of all body systems
- use of nursing process in the critical care setting
- relevant medical-moral issues
- legal aspects of critical care nursing
- ways to promote communication, group process, prevent stress and burn-out.

Clinical practice is arranged in one of the downtown Toronto hospitals.
Theory portions of this program may be completed on a part-time basis.

COURSES	16 WEEKS
CCN400	Critical Care Nursing—Theory and Lab—General
HUMN402	Nursing Issues and Values
CCN401	Critical Care—Pathotherapeutics
CCN402	Critical Care Nursing—Practicum—General
CCN403	Critical Care Nursing—Theory—Advanced
CCN404	Critical Care Nursing—Practicum—Advanced

For more information, please call Nazlin Kassam (416) 867-2345

REGISTERED NURSE–OPERATING ROOM

GBC Code NU4010 **Starting:** September and January
Nightingale Campus **Certification:** Certificate
16 Weeks

PREREQUISITES: Current Certificate of Competence, College of Nurses of Ontario, or if from out-of-province, eligibility for registration in Ontario; current nursing experience in an active treatment centre would be an advantage; B.C.L.S. (Heart and Stroke Foundation); an interview, and a medical.

ABOUT THE PROGRAM: This program prepares registered nurses to function competently as team members in an operating room.
The program is organized in three phases. Phase I consists of six weeks of theory including:

- Relevant anatomy and physiology
- Principles of asepsis
- Duties of scrub and circulating nurses
- Intensive study of surgical interventions, their indication(s) and complication(s).

Phase II is an eight-week practicum. During this time, students rotate through several services, i.e. General Surgery, Gynecology, Urology, E.N.T., Orthopedics, Plastics, Ophthalmology and has observational experiences in Neurosurgery and Cardiovascular surgery.
Hospitals participating in the clinical practice include:

- St. Michael's Hospital
- Mount Sinai Hospital, and others.

Phase III is two weeks in length. The focus is management of organization behaviour to prepare nurses to function as first level supervisors. The content includes management theory based on a behavioural human-relations framework.
Theory portions of this program may be completed on a part-time basis.

COURSES	16 WEEKS
ORN400	Operating Room Nursing—Theory and Labs
ORN401	Operating Room Nursing—Practicum
ORN402	ORN—Organization and Management
HUMN402	Nursing Issues and Values

For more information, please call Virginia Pollock at (416) 867-2349

REGISTERED NURSE–PERINATAL INTENSIVE CARE

GBC Code NU4060 **Starting:** September and January
Nightingale Campus **Certification:** Certificate
15 Weeks

PREREQUISITES: Current Certificate of Competence, College of Nurses of Ontario, or, if from out of province, eligibility for registration in Ontario; current nursing experience in the field of perinatology, i.e. obstetrics, nursery, N.I.C.U., is an advantage; B.C.L.S. (Heart and Stroke Foundation); an interview, and a medical.

ABOUT THE PROGRAM: This program prepares registered nurses to provide comprehensive care to critically ill newborns and support their families.
Theory includes:

- current concepts of perinatal nursing and high risk pregnancy
- neonatal physiology, including indepth embryology
- problems of the premature and low birth weight infant and the follow up care provided
- care required prior to and during transportation of the newborn
- intervention available to critically ill infants with specific neonatal problems (genetic, congenital, respiratory)
- emotional care to the family of the high risk newborn and to the health care provider

Practicum includes:

- participant observation in high risk labour and delivery
- total care of the critically ill newborn including assisted ventilatory care
- use of advanced monitoring and diagnostic equipment
- operating room observation with pre and post op care
- blood sampling and intravenous insertion experience
- participation with the transport team
- laboratory and x-ray interpretation
- care of the family of the critically ill infant.

Clinical practice with critically ill neonates is given in the Neonatal Intensive Care Unit at The Hospital for Sick Children.
The program may also be completed on a part-time basis and by distance education.

COURSES	15 WEEKS
PER400	Perinatal Nursing — Theory
PER401	Perinatal Nursing — Clinical
PER402	Neonatal Intensive Care Nursing — Theory
PER403	Neonatal Intensive Care Nursing — Clinical

For more information, please call Heather Urquhart at (416) 867-2351

ORTHOTIC/PROSTHETIC TECHNICIAN

GBC Code DE1100 **Starting:** September
Casa Loma Campus **Certification:** Diploma
2 Years

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 11 and/or 12 Physics and Biology.
Qualified applicants will have a manual dexterity test and be interviewed prior to the fourth Saturday in April. Program closure takes place on the last Wednesday in March.

ABOUT THE PROGRAM: This technical program is for people who are craft-oriented but not interested in the clinical aspects of orthotics/prosthetics. Under the direction of the orthotist/prosthetist, students learn how to make orthoses (braces and splints) and prostheses (artificial limbs) which are fitted to help rehabilitate disabled patients. It is a field in which new materials, techniques and controls are creating an increasing demand for technically competent people.
Graduates will be eligible for registration by the Canadian Association of Prosthetists and Orthotists. For an information appointment about this program, please call (416) 242-4864.

CAREER PROSPECTS: Excellent employment opportunities are available in hospitals, rehabilitation centres and private facilities across the country.

JOB DESCRIPTIONS: The orthotic technician makes orthoses from drawings, measurements and plaster casts using a variety of materials, such as metals, plastics, leathers and fabrics.
The prosthetic technician makes prostheses from drawings, measurements and plaster casts using a variety of materials, such as metals, plaster and leather.

SEMESTER 1	17 WEEKS
PROS102	Materials and Laboratory Fabrication Procedures
ENDR114	Drawing and Sketching (Basic)
WELD147	Welding Techniques
ANAT110	Gross Anatomy
MATH104	Mathematics
ENG106	Language and Communications I
PROS103	Fabrication Theory

SEMESTER 2	17 WEEKS
PROS112	Materials and Laboratory Fabrication Procedures
PROS113	Fabrication Theory
MACH100	Basic Machine Shop Fundamentals
MET101	Introductory Metallurgy
ANAT120	Gross Anatomy
MECH104	Mechanics
HR101	Human Relations

SEMESTER 3	17 WEEKS
PROS205	Materials and Laboratory Fabrication Procedures
ELTC130	Electronics
ENG205	Language and Communications
PROS206	Fabrication Theory
	Anatomy
	Intro to Computers
MECH243	Mechanics of Materials

SEMESTER 4	17 WEEKS
PROS215	Materials and Laboratory Fabrication Procedures
ELTC130	Electronics
HR201	Human Relations
PROS203	Field Training
PROS216	Fabrication Theory
	Kinesiology

If you would like more information or you are applying to this program, please call (416) 242-4864.

CLINICAL METHODS IN ORTHOTICS/PROSTHETICS (POST DIPLOMA)

GBC Code DE1120 **Starting:** September
Casa Loma Campus **Certification:** Diploma
2 Years

PREREQUISITES: This is a post-diploma/post-degree program. Graduates from the Orthotics/Prosthetics technical program, graduates in kinesiology, physiotherapy, physical education, engineering, nursing and other related backgrounds will be considered as suitable applicants.
An initial pre-screening testing process will take place prior to the third Saturday in March. Qualified applicants will then be interviewed on the fourth Saturday in April.
This will be the only interview day available.

ABOUT THE PROGRAM: The two-year Clinical Orthotist/Prosthetist program is coordinated between George Brown College and West Park Hospital, with associate clinics at Chedoke McMaster Hospital and the Hugh MacMillan Medical Centre. Students will be trained in making and fitting prostheses (artificial limbs) and orthoses (braces and splints).
Students obtain clinical experience under the direction of Certified Prosthetists/Orthotists and other health care professionals. Laboratory experience is gained at West Park Hospital.
This program will appeal to students, especially those who have a background in health sciences, who are interested in working with people and helping patients in their attempts to overcome disabilities.
Successful graduates will be eligible for certification by the Canadian Board for Certification of Prosthetists and Orthotists.

CAREER PROSPECTS: Employment is available in orthotic and prosthetic management at hospitals, rehabilitation centres and private facilities throughout Canada.

SEMESTER 1	17 WEEKS
CT102	Clinical Techniques (Theory)
LAB104	Laboratory Procedures
CT103	Clinical Techniques (Practical)
ANAT111	Gross Anatomy
PHYS107	Physiology
KINE102	Kinesiology and Biomechanics I

SEMESTER 2	17 WEEKS
CT112	Clinical Techniques (Theory)
CT113	Clinical Techniques (Practical)
LAB114	Laboratory Procedures
ANAT107	Gross Anatomy
GER201	Gerontology

SEMESTER 3	17 WEEKS
CT202	Clinical Techniques (Theory)
CT203	Clinical Techniques (Practical)
LAB203	Laboratory Procedures
PATH211	Pathophysiology
KINE204	Clinical Prosthetics & Orthotic Biomechanics
CT204	Powered Prosthetics

SEMESTER 4	17 WEEKS
CT212	Clinical Techniques (Theory)
LAB213	Laboratory Procedures
CT213	Clinical Techniques (Practical)
PATH221	Pathophysiology
BUS275	Practice Management

If you would like more information or you are applying to this program, please call (416) 242-4864.

PRE-HEALTH SCIENCE

GBC Code PH7000 **Starting:** September and January
St. James Campus
16 Weeks

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older).

ABOUT THE PROGRAM: The Pre-Health Science program has been established for people who want to enter a post-secondary health science program but do not have all the admission requirements. It offers necessary background in English, mathematics, social sciences and basic sciences.
Graduates of the program who wish to enter full-time programs in the Health Sciences Division must apply through the normal selection process.

COURSES	16 WEEKS		
ENG700	Language and Communications	CHEM700	Chemistry for Health Sciences
MATH700	Mathematics for Health Sciences	BIO700	Biology for Health Sciences
PHY700	Physics for Health Sciences	LIBS700	Introduction to Sociology and Human Relations

HEALTH CARE AIDE See page 61.

SCHOOL OF HOSPITALITY

DEAN: MARTIN KERMAN

CHAIRPERSONS:
Brian Cooper, *Administration*
Dorothy Ellis, *Academic*

Nico Lazarou graduated from Hotel Management in 1987. He is now the Front Office Manager at Novotel Toronto Airport.

Baking Techniques

GBC Code FS5410
St. James Campus
40 Weeks

Starting: Every 8 weeks.
Certification: Certificate

PREREQUISITES: Grade 10 and a pre-entrance orientation session.

ABOUT THE PROGRAM: This program prepares students for a career in the Canadian baking industry. It is segmented into specific eight-week skill sections that include bread craft, pastry craft, cake craft and decorating craft. Each section deals with the practical methods and the theoretical background of a particular specialty. The sections are rounded out with sanitation, nutrition, business communications and mathematics.

CAREER PROSPECTS: This program covers the entire baker apprentice in-school work. Graduates may become apprentice bakers with 900 hours credit towards their professional certification. Alternatively, they make take positions in commercial bakeries, large hotels and institutions, or small bakery shops concentrating in one of several specialist aspects of baking.

COURSES	40 WEEKS		
SAN531	Sanitation, Safety	BKT516	Pastry Theory
NUT513	Nutrition	BK516	Pastry Craft
MATH511	Mathematics	BKT515	Bread Theory
ENG511	Language and Communications	BK515	Bread Craft
BKT517	Cake Theory	BKT519	Decorating Theory
BK517	Cake Craft	BK519	Decorating Craft
BKT518	Cookie Theory	BKM510	Ingredient Projects
BK518	Cookie Craft	BKM540	Bakery Management

Students will complete a four-week externship in a commercial bakery or a pastry shop as part of the program.

Bartending

GBC Code FS5750
St. James Campus
15 Weeks

Starting: At various times throughout the calendar year.
Certification: Certificate

PREREQUISITES: Grade 10 and a pre-entrance orientation session.

ABOUT THE PROGRAM: This program trains men and women as bartenders (stool and service) for licensed establishments in the food and hospitality industry. In our modern, 22-station mixology laboratory, students learn the art of mixing, building and shaking the most common drinks served in the industry today. They also study the Liquor Licence Act, fire safety procedures, the Innkeeper's Act, personnel relations and various aspects of bar management and accounting.

CAREER PROSPECTS: Graduates find employment tending a bar in a variety of restaurants, hotels, pubs, discos, taverns, clubs and on a freelance basis for private functions. This position is also used as an entry position leading to Food and Beverage Management.

COURSES	15 WEEKS (Under Review)
PERS502	Personnel Hospitality
LAW501	Law and Franchising
MIX503	Mixology
BAR504	Bar Management
BAR505	Bar Accounting
BAR506	Beverage Theory and Wines
ENG501	Language and Communications
MATH501	Mathematics
SAN500	Sanitation and Safety
DIM501	Dimensions Hospitality

Students will also complete an industry externship as part of the program.

CHEF TRAINING—PRE-EMPLOYMENT

GBC Code FS7420 **Starting:** September and January
St. James Campus **Certification:** Certificate
40 Weeks

PREREQUISITES: Ontario Secondary School Diploma with credits in Grades 11 and 12 at or above the general level, or mature student status (age 19 or older). Qualified applicants are invited to attend an orientation session.

ABOUT THE PROGRAM: This program provides the complete in-school portion of the apprentice cook certification program. Students will be considered for direct entry into the 3rd semester of the Culinary Management program with the addition of an accounting course, or direct entry into the culinary arts—Italian program with acceptable experience.

Nine hundred of the 6,000 hours required for apprenticeship are credited to the graduate who registers as an Apprentice Cook.

The program includes food theory classes covering all aspects of food products and preparation, and demonstrations by experienced qualified chefs on how to prepare food items followed by hands-on preparation by students using small and large quantity recipes to produce dishes used by our cafeterias and formal dining room.

These subjects are broadened by study in related areas such as sanitation, nutrition, kitchen management, purchasing and food cost control. These provide a background that a student may use to understand and successfully work in the wide variety of contemporary industry kitchens. Students will complete an externship in Toronto's leading training restaurants, hotels or catering establishments as part of their program.

CAREER PROSPECTS: Graduates of this program will find excellent opportunities for employment in all areas of the food service industry, including hotel kitchens, restaurants, institutions, and commercial and industrial catering organizations.

SEMESTER 1	20 WEEKS
BKT701	Bake Theory
BK701	Bake Practical
FSQ701	Small Quantity Food
FLQ701	Large Quantity Food
MATH735	Business Mathematics
MT701	Meat Theory
NUT731	Nutrition
FTC701	Food Theory
PUR705	Kitchen Management
DIM701	Dimensions Hospitality
SAN730	Sanitation and Safety
ENG710	Language and Communications

SEMESTER 2	20 WEEKS
BKT702	Bake Theory
BK702	Bake Practical
FTC702	Food Theory
FSQ702	Small Quantity Food
FLQ702	Large Quantity Food
PUR702	Purchasing
MATH735	Business Mathematics
FCL703	Food Beverage and Labour Control

(Specific courses will not necessarily be offered in the semester indicated.)

CHINESE COOKING—BASIC

GBC Code FS5770 **Starting:** At various times throughout the calendar year.
St. James Campus **Certification:** Certificate
8 Weeks

PREREQUISITES: Grade 8 with a pre-entrance orientation session with a College staff member and Chinese restaurant community representative.

ABOUT THE PROGRAM: This program prepares students for careers as cooks in Chinese restaurants. It teaches the food preparation, kitchen supervising and theoretical methods to meet the needs of various styles of Chinese cuisine. Students prepare regional specialties such as Dim Sum, Cantonese cuisine, Szechuan cuisine, barbecue and chop suey style dishes in our Chinese style food laboratory. Each practice session is preceded by a demonstration and discussion of specific methods conducted by a noted expert in that particular field.

CAREER PROSPECTS: Graduates are employed as third, second, first cook and with experience, chef in a variety of Chinese restaurants. This program is actively supported by the Toronto Chinese Restaurant Association.

COURSES	8 WEEKS		
SAN577	Sanitation	FP536	Chop Suey and Food Preparation
FTF577	Food Theory		
MENU577	Menu Planning	FP537	Szechuan Preparation
FP534	Cantonese Preparation	MATH577	Mathematics
FP535	Dim Sum Preparation	ENG577	Communications

CHINESE COOKING—ADVANCED

GBC Code FS5780 **Starting:** At various times throughout the calendar year.
St. James Campus **Certification:** Certificate
8 Weeks

PREREQUISITES: Successful completion of Chinese Cooking—Basic program and work experience.

ABOUT THE PROGRAM: This program continues and elaborates on the skills acquired in the basic program and in the work experience. It reinforces the practical sessions on advanced food preparation by discussion of food storage, purchasing and receiving, recipe costing portion control and yields, human relations, market evaluation, hospitality law and Chinese kitchen layouts.

CAREER PROSPECTS: Graduates are employed as third, second, first cook and with experience, chef in a variety of Chinese restaurants. This program is actively supported by the Toronto Chinese Restaurant Association.

COURSES	8 WEEKS		
SAN578	Sanitation	FP545	Dim Sum Preparation
FTF578	Food Theory	FP548	Barbecue Preparation
PUR578	Kitchen Management	FP549	Chop Suey Preparation
FP544	Cantonese Preparation	FP547	Szechuan Preparation

Students will complete a compulsory (eight-week) externship in a recognized Chinese restaurant between the basic and advanced program.

Culinary Arts–Italian (Post Diploma)

GBC Code FS4020 **Starting:** September
St. James Campus **Certification:** Diploma
33 Weeks

PREREQUISITES: Applicants must have graduated from either a two-year Culinary Management program or from a Basic and Advanced Food Preparation program offered through apprenticeship, chef pre-employment or tuition short program; and they must have one year of acceptable work experience in an Italian restaurant. Throughout the program students are expected to work part-time in an Italian restaurant kitchen.

ABOUT THE PROGRAM: This program provides graduate cooks with the unique opportunity to study the culture, art and wines of Italy, as well as its many regional cuisines. Students combine a four-day-per-week, in-college skill development program with on-the-job practical experience in Toronto Italian restaurants. The final 15 weeks of the program will be an externship arranged by our Italian Advisory Committee in the finest Italian restaurants of Italy, San Francisco, New York or Chicago.

CAREER PROSPECTS: Successful graduates will find employment in one of the many Italian specialty restaurants, or use the experience to enhance their repertoire of special menus for large hotels or institutions.

SEMESTER 1	18 WEEKS
CUL400	Dimensions of Italian Culture
FTC400	Italian Culinary Theory
VIN400	Italian Wines
MENU401	Italian Menu Development
FP400	Italian Food Preparation Techniques
FSQ400	Italian Small Quantity Food Prep/Lab
BK400	Italian Baking & Dessert Craft
SERV400	Italian A La Carte Kitchen & Dining Service

SEMESTER 2	15 WEEKS
CWE401	Work Experience—Externship

Culinary Management

GBC Code FS1060 **Starting:** September
St. James Campus **Certification:** Diploma
2 Years

PREREQUISITES: Ontario Secondary School Diploma (with credits in Grades 11 and 12 at or above the general level) or equivalent, or mature student status (age 19 or older). Qualified applicants are invited to attend an orientation session.

BACKGROUND: Credits in bookkeeping and business mathematics are useful.

ABOUT THE PROGRAM: The Culinary Management program provides training in all aspects of food preparation, cooking and presentation to international standards. Graduates are well versed in kitchen organization and management. The program includes two six-week periods of supervised work experience with top Ontario chefs.
Successful candidates complete the in-school portion of the basic and advanced apprentice cook program with the subsequent hours of credit.
After two years of work in the industry, graduates are eligible to write the professional certification examination for the trade of journeyman cook.

CAREER PROSPECTS: Career opportunities in the field of professional food preparation are excellent. As changing lifestyles influence more and more people to dine out, the demand for professional chefs grows. Graduates find employment in large hotels and food operations as well as in more intimate restaurants and clubs.

JOB DESCRIPTIONS:
Chef de Partie—Reporting directly to the sous (assistant) chef, the chef de partie is responsible for the operation of a major department (partie) within a large kitchen organization including the ordering and preparation of food, quality control, cost control and the supervision of staff.
Sous Chef—Reporting directly to the executive chef, the sous chef is responsible for the day-to-day preparation of food and the supervision of staff for all departments within the kitchen, ensuring that the food prepared meets the standards set by the establishment in quality and cost. The sous chef is also fully responsible for the kitchen in the absence of the executive chef.

SEMESTER 1	15 WEEKS
DIM101	Dimensions Hospitality
FTC101	Food Theory
FSQ101	Small Quantity Food
FLQ101	Large Quantity Food
BKT101	Bake Theory
BK101	Baking
MT101	Meat Theory
SAN100	Sanitation, Safety and Hygiene
MATH111	Business Mathematics
ENG107	Business Communication
ACC109	Accounting
PUR104	Kitchen Management
MARK203	Marketing 1

SEMESTER 2	21 WEEKS
FTC102	Food Theory
FSQ102	Small Quantity Food
FLQ102	Large Quantity Food
BKT102	Bake Theory
BK102	Baking
NUT102	Nutrition
PUR102	Purchasing for Hospitality
EDP105	Elementary Computer Concepts
FCL201	Food, Beverage and Labour Control
ACC110	Accounting
CWE101	Work Experience

(continued...)

SEMESTER 3	15 WEEKS
FTC203	Food Theory
FLQ205	Food Preparation Garde Manger
FLQ203	Advanced International Cuisine
BK203	Baking
LAW204	Law and Insurance
MARK208	Marketing II
FFE201	Food Facilities and Blueprint
ACC207	Hospitality Accounting
SERV206	Convention & Banquet Service

SEMESTER 4	21 WEEKS
V1N201	Wines
TECH201	Management Techniques
FSQ203	Small Quantity Food—Advanced
BK204	Baking
PERS202	Personnel
FFE202	Food Facilities Design and Layout
MP201	Management Projects
MARK209	Marketing III
CWE202	Work Experience

(Specific courses will not necessarily be offered in the semester indicated.)

FOOD AND BEVERAGE MANAGEMENT

GBC Code FS1070
St. James Campus
2 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma with credits in Grades 11 and 12 at or above the general level, or mature student status (age 19 or older). Qualified applicants are invited to attend an orientation session.

BACKGROUND: Credits in bookkeeping and business mathematics are useful.

ABOUT THE PROGRAM: The food industry is the most rapidly expanding service sector of Canada's economy. In 1990, it offered more than 100,000 new jobs.

Fascinating opportunities exist in restaurants, commercial, social and industrial catering, airline food service, health care facilities, hotels, resorts and fast food operations.

Students graduate with thorough training in practical skills and management techniques, using modern facilities which include fully-equipped bar, food preparation stations and a private, licensed dining lounge.

As well as the latest innovations in food service management, students learn banquet catering, food and beverage control, restaurant accounting, nutrition and personnel management.

The College has co-operative training programs with many of Ontario's top restaurants and catering establishments.

CAREER PROSPECTS: Graduates can look forward to positions in restaurants, institutions and catering companies at the mid-management level. Many begin their careers as management trainees, spending approximately six months working in a variety of positions before promotion to department head, assistant manager or possibly manager of a food service operation.

JOB DESCRIPTIONS: *Management Trainee*—The management trainee works in all departments of a restaurant operation from food preparation to accounting, learning all aspects of the business from the administrative point of view.

Manager—The manager is responsible for the complete operation of a restaurant or food service facility, from supervising employees to maintaining excellent customer relations.

Food and Beverage Manager—The food and beverage manager is responsible for one of the most challenging departments within a large food service operation or hotel. The position includes responsibility for training and supervising staff, planning menus, cost control, sanitation, and an excellent food production system.

Owner—Graduates with access to financial backing may take up the challenge of opening their own food establishments. Often having started out with small fast-food or specialty restaurants, many of our graduates own and operate successful food operations.

(continued...)

SEMESTER 1	15 WEEKS
DIM101	Dimensions Hospitality
FTC101	Food Theory
FSQ101	Small Quantity Food
SAN100	Sanitation, Safety and Hygiene
NUT102	Nutrition
MATH110	Business Mathematics
ENG139	Business Communication I
SERV103	Food & Beverage Service I
ACC103	Accounting
MARK105	Marketing I
PUR104	Kitchen Management

SEMESTER 2	17 WEEKS
FTC102	Food Theory
FSQ102	Small Quantity Food
FCL201	Food, Beverage and Labour Control
PURI02	Purchasing for Hospitality
ENG149	Business Communication II
MIX103	Mixology
SERV113	Food & Beverage Service II
ACC104	Hospitality Accounting Procedures
EDP105	Elementary Computer Concepts
CWE102	Work Experience

SEMESTER 3	15 WEEKS
FLQ203	Advanced International Cuisine
MARK208	Marketing II
PERS202	Personnel
ACC207	Hospitality Accounting
TECH201	Management Techniques
FFE201	Food Facilities and Blueprint

SEMESTER 4	17 WEEKS
LAW204	Law, Insurance and Security
VIN201	Wines
MARK209	Marketing III
SERV206	Convention and Banquet Service
SERV207	Advanced Food and Beverage Services
FFE203	Food Facilities Design and Layout
MP201	Management Projects
CWE203	Work Experience

(Specific courses will not necessarily be offered in the semester indicated.)

FOOD PREPARATION–GENERAL–BASIC

GBC Code FS5730
St. James Campus
20 Weeks

Starting: Every 20 weeks.
Certification: Certificate

PREREQUISITES: Grade 10 and a pre-entrance orientation session.

ABOUT THE PROGRAM: The program includes food theory classes covering all aspects of food products preparation and demonstrations by experienced qualified chefs on how to prepare food items followed by hands-on preparation by students using small and large quantity recipes to produce dishes used by our cafeterias and formal dining room.

These subjects are broadened by study in related areas such as sanitation, nutrition, kitchen management, and food cost control. These provide a background that a student may use to understand and successfully work in the wide variety of contemporary industry kitchens.

CAREER PROSPECTS: Graduates of this program will find excellent opportunities for employment in all areas of the food service industry, including hotel kitchens, restaurants, institutions, and commercial and industrial catering organizations.

Students who successfully complete this program may be given direct entry into the advanced level program or enter industry with 450 credit hours granted towards their professional designation as a Journeyman Cook.

COURSES	20 WEEKS
BKT501	Bake Theory
BK501	Baking
ENG501	Language and Communications
FSQ501	Small Quantity Food
FLQ501	Large Quantity Food
MATH501	Mathematics
MT501	Meat Theory
NUT501	Nutrition
FTC501	Food Theory
PUR505	Kitchen Management
DIM501	Dimensions Hospitality
SAN500	Sanitation and Safety

Students will complete an externship in Toronto's leading training restaurants, hotels or catering establishments as part of their program.

FOOD PREPARATION–GENERAL–ADVANCED

GBC Code FS5740 **Starting:** Every 20 weeks.
St. James Campus **Certification:** Certificate
20 Weeks

PREREQUISITES: Grade 10 and successful completion of Food Preparation, Basic.

ABOUT THE PROGRAM: This program completes the requirements for the in-school portion of the cook journeyman certificate. Graduates are urged to enter the industrial training section of the apprenticeship program, for which they have 900 hours credit.

Graduates may be considered for direct entry into the 3rd semester of the Culinary Management program, if they obtain credits in accounting and computer concepts.

CAREER PROSPECTS: Excellent career opportunities are available in hotel restaurants, clubs and institutions as a cook. Candidates can progress to positions of a head cook, chef or kitchen manager.

COURSES	20 WEEKS
BKT502	Bake Theory
BK502	Bake Practical
FTC502	Food Theory
FSQ502	Small Quantity Food
FLQ502	Large Quantity Food
FC503	Food, Beverage Cost Control
ACCL502	Labour Cost
PUR502	Purchasing
ENG502	Language and Communications

Students will complete an externship in Toronto's leading restaurants, hotels or catering establishments as part of their program.

FOOD SERVICE AND BARTENDING

GBC Code FS5760 **Starting:** Every 10 weeks.
St. James Campus **Certification:** Certificate
20 Weeks

PREREQUISITES: Grade 10 and a pre-entrance orientation session.

ABOUT THE PROGRAM: This 20-week program integrates the skills of food and beverage service techniques over two 10-week blocks.

The theory and practical, hands-on skills of food service are taught in a formal dining room where students are required daily to serve five-course meals. Skills are built gradually, moving from the basic to the more complex. Bartending is taught in a modern, 22-station mixology laboratory with theory and hands-on practice combined. Sanitation and dimensions of the industry round out Module 1. Module 11 provides introductions to marketing, restaurant accounting procedures, wine appreciation and advanced service such as flambé work and food preparation at the tableside.

CAREER PROSPECTS: A graduate would find positions in table service in large and small restaurants or food service operations from fast food areas to fine formal dining rooms. In addition, the skill of bartending will allow the extra flexibility to obtain a position as a bartender in bars, taverns, discos and clubs.

SEMESTER 1	10 WEEKS
SAN576	Sanitation and First Aid
DIM576	Dimensions of Hospitality
MIX576	Mixology
SERV576	Dining Room Organization 1
SERV577	Basic Dining Room Service 1
MATH576	Business Mathematics
ENG576	Business Communications

Work Experience is offered during the second semester of the program. It will replace two weeks of regular classes on a rotating basis.

SEMESTER 2	10 WEEKS
LAW576	Hospitality Law
MARK576	Marketing and Merchandising
ACC576	Hospitality Accounting Procedures
MIX586	Mixology
VIN576	Wines
SERV586	Dining Room Organization 11
SERV587	Dining Room Service 11
CWE576	Work Experience

Food Service Supervisor (Post Diploma)

GBC Code FS4010
St. James Campus
33 Weeks

Starting: September
Certification: Diploma

PREREQUISITES: Applicants must have successfully completed either a two-year Hospitality Management program from an Ontario community college or completed the equivalent Basic and Advanced Apprentice Cooking program and selected management subjects. Candidates must attend an orientation and selection process.

ABOUT THE PROGRAM: There is a critical need for certified food service supervisors in health care facilities across Ontario and Canada. With the dramatic growth of retirement, extended care and nursing homes, as well as hospitals and health care facilities catering to Canada's rapidly growing senior population, graduates of Hospitality Management programs are attracted to this well-paid, fulfilling and demanding occupation.
George Brown's one-year program is tailored to the Food Service and Hospitality graduates of Ontario community colleges. This post-diploma program will add courses in Applied Food Chemistry, Physiology, Therapeutic Diets, Psychology, Advanced Nutrition, Sanitation and Safety, in addition to expanded Financial Management and Human Relations courses to the existing common core hospitality programs offered at George Brown and other Ontario community colleges.
The program combines in-school instruction with a supervised work placement in a health care facility.

CAREER PROSPECTS: Successful graduates will qualify to write the Canadian Food Service Supervisors' Association examination. Membership in the CFSSA is a prerequisite to hold a supervisory position in a provincially accredited health-care facility.

SEMESTER 1	15 WEEKS
PHY402	Basic Physiology
NUT404	Introductory Nutrition II
SAN402	Infection Control and Safety
ENG402	Communications
MENU402	Menu Planning II
FBM402	Therapeutic Diets

SEMESTER 2	15 WEEKS
FBM402	Therapeutic Diets
PSY404	Introduction to Psychology
TECH402	Supervisory Techniques
FCH404	Applied Food Chemistry
FC404	Operational Controls
ENG402	Communications

Field Placement: (4 weeks)

(Specific courses will not necessarily be offered in the semester indicated.)

Hotel Front Office and Reception

GBC Code FS5480
St. James Campus
12 Weeks

Starting: At various times throughout the calendar year
Certification: Certificate

PREREQUISITES: Grade 10 and a pre-entrance orientation session.

ABOUT THE PROGRAM: This program trains men and women as front office clerks and receptionists for hotels and motels. In a twelve-week program, student are exposed to the following subjects:

Front Office Procedures—Registration methods, room rates, specialized rates, room assignments and procedures, reservation policies, forecasting, housekeeping and reporting techniques.

Front Office Operations—Billing to the guest's ledger, cash and credit procedures, night audit and reconcilliation of accounts and the city ledger; the physical operation of a variety of front office posting machines and their accounting procedures.

Hotel Law—Including contracts, liabilities and crimes, the Innkeeper's Act.

Personnel—Employee-guest relations, information exchange and public relations tactics.

CAREER PROSPECTS: Graduates find employment as front desk clerks and receptionists for hotels, motels, resorts of all types. This program can be an entry into the hotel business and a starting point for continuing training in hotel management.

COURSES	12 WEEKS
MATH504	Business Mathematics
FOO502	Front Office Operations
FOP501	Front Desk Procedure
ENG543	Communications
LAW501	Law and Franchising
PERS502	Personnel Hospitality
EDP505	Elementary Computer Concepts
PRGM508	Software Applications for Hotel Front Office

Students will also complete an industry externship as part of the program.

HOTEL MANAGEMENT

GBC Code FS1080 **Starting:** September
St. James Campus **Certification:** Diploma
2 Years

PREREQUISITES: Ontario Secondary School Diploma with credits in Grades 11 and 12 at or above the general level, or mature student status (age 19 or older). Qualified applicants are invited to attend an orientation session.

BACKGROUND: Credits in bookkeeping and business mathematics are useful.

ABOUT THE PROGRAM: Highly skilled management is vital to the efficient operation of modern hotels. The hotel industry is a round-the-clock business and it needs men and women who are prepared to meet the challenges it offers.

Students in Hotel/Motel Management learn practical skills in the most modern facilities available, including fully-equipped bar, food preparation stations, a private, licensed dining lounge and a front desk classroom with individual reception desks and a computerized model of a hotel operation.

In the well-established co-operative training program, students spend time with the department heads of world-famous Canadian hotels learning, under expert supervision, what the hotel industry is all about.

CAREER PROSPECTS: Graduates can look forward to a variety of positions within a hotel such as front office, sales, catering, beverage control, accounting, personnel or purchasing as well as the potential for careers in the closely-related food service industry.

JOB DESCRIPTIONS:
Front Office and Reception—The front office processes reservations, registers the guests, assigns rooms, handles complaints and provides information on all hotel services.

Sales—The salesperson visits local and out of town business executives, offering the hotel's guest rooms, banquet halls and seminar rooms for conventions and meetings.

Purchasing—The purchasing agent obtains competitive bids on all items purchased by the hotel, selecting the proper quality for goods purchased and ensuring correct shipping and billing.

Beverage—The food and beverage manager supervises all preparation and service staff, ensuring that all dining rooms and lounges are operating efficiently and profitably while maintaining high standards of food, beverage and service.

Banquets—The banquet manager supervises the set up and service of banquets, weddings, receptions, meetings and conventions.

Accounting—The food and beverage controller compiles cost and profit statistics, prices, menus, forecasts business trends and reports to management on cost-saving measures.

(continued...)

SEMESTER 1	15 WEEKS
DIM101	Dimensions Hospitality
FTC101	Food Theory
FSQ101	Small Quantity Food
SAN100	Sanitation, Safety and Hygiene
MATH110	Business Mathematics
ENG139	Business Communication
MIX103	Mixology
SERV103	Food & Beverage Service I
ACC103	Accounting
PUR104	Kitchen Management
HK201	Housekeeping

SEMESTER 2	17 WEEKS
FTC102	Food Theory
FSQ102	Small Quantity Food
NUT102	Nutrition
PUR102	Purchasing for Hospitality
FCL201	Food, Beverage and Labour Control
ENG149	Business Communication II
SERV113	Food & Beverage Service II
EDP105	Elementary Computer Concepts
ACC104	Hospitality Accounting Procedures
MARK105	Marketing I
CWE102	Work Experience

SEMESTER 3	15 WEEKS
FOP201	Front Desk Procedure
MARK208	Marketing II
PERS202	Personnel
ACC207	Hospitality Accounting
TECH201	Management Techniques
FFE201	Food Facilities and Blueprint
VIN201	Wines

SEMESTER 4	17 WEEKS
LAW204	Law, Insurance and Security
FOO202	Front Office Operations
MARK209	Marketing III
SERV206	Convention & Banquet Service
FFE203	Food Facilities Design and Layout
MP201	Management Projects
CWE203	Work Experience

(Specific courses will not necessarily be offered in the semester indicated.)

RETAIL MEAT CUTTING

GBC Code FS5440
Kensington Campus
20 Weeks

Starting: At various times throughout calendar year.
Certification: Certificate

PREREQUISITES: Grade 10. High standards of personal hygiene. Pre-entrance orientation session.

ABOUT THE PROGRAM: At George Brown College, we have the most complete meat cutting laboratories, staffed by several of the best known meat cutters in the industry.

Working in refrigerated meat laboratories, students divide their activity between industry meat production and private customer orders which account for thousands of dollars of meat purchases annually. This permits students to have comprehensive hands-on work experience which develops their speed, accuracy and self-confidence before moving into the industry.

The in-school portion of training offers all subjects required for the apprentice meat cutter, such as meat cutting practice, theory of meats, business procedures, business mathematics and written communications.

CAREER PROSPECTS: Professional meat cutters are employed by: independent meat stores; chain store meat departments; hotel and restaurant portion control supply houses; and catering organizations.
Graduates of this program, because of their skill and immediate value to an employer, usually experience little difficulty in finding an employer of their choice.

COURSES	20 WEEKS
ENG539	Language and Communications
MT544	Business Procedure
MATH535	Business Mathematics
MC533	Practical Meat Cutting
MCT533	Trade Theory
SAN500	Sanitation and Safety

Students will also complete an industry externship as part of the program.

PERFORMING ARTS

ACADEMIC DIVISION
DEAN: RAY SANTIN

CHAIRPERSON:
Heinar Piller

Theatre arts students Matt Handy and Ann Baggley perform in the George Brown Theatre School's 1989 production of *A Flea in Her Ear*. Handy recently toured with the Young People's Theatre production of *The Shadow Stealer*. Baggley made her debut at the Stratford Festival in 1991, when she played the lead in *Our Town* and other roles opposite such noteworthy actors as Brian Bedford and Kate Reid.

THEATRE ARTS

GBC Code TH1050
St. James Campus
3 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Interview and audition.

ABOUT THE PROGRAM: The George Brown Theatre School offers vigorously concentrated, career-oriented training in the fundamental skills, practicalities, traditions and professionalism needed for the performing arts.
Students are taught by notable theatre artists and follow an integrated curriculum in which all subjects are directly related to the acting profession. The courses Acting I to V explore a wide range of acting styles such as classical, Elizabethean, Commedia dell'arte, Restoration, naturalism, absurdism, clowning, revue, cabaret and musical.
Enrolment is limited, ensuring personal attention to each student. Admission is competitive, based on the results of auditions and personal interviews conducted by the Artistic Director and members of the faculty.

CAREER PROSPECTS: An ever-expanding international market creates a consistent demand for fresh faces and new, young talent in a range of educational, entertainment, and commercial activities. Students should be aware, however, that the field is extremely competitive.

SEMESTER 1	15 WEEKS
THEAI00	Acting I
THEAI02	Dance I
THEAI03	Movement I
THEAI04	Voice and Speech I
THEAI06	Vocal Music I
THEAI17	Theatre History I
THEAI18	Stage Combat I
THEAI19	Group Improvisation

SEMESTER 2	16 WEEKS
THEAI0I	Acting II
THEAI20	Workshop Performance
THEAI15	Dance II
THEAI23	Movement II
THEAI11	Voice and Speech II
THEAI13	Vocal Music II
THEAI17	Theatre History I
THEAI2I	Contact Improvisation

SEMESTER 3	15 WEEKS
THEA200	Acting III
THEA205	Radio Technique
THEA220	Children's Play Performance
THEA203	Dance III
THEA223	Movement III
THEA204	Voice and Speech III
THEA2I6	Vocal Music III
THEA2I7	Theatre History II
THEA2I8	Stage Combat II
THEA207	Professionalism I
THEA2I9	Make-up
THEA	Monologue Study I

SEMESTER 4	16 WEEKS
THEA208	Acting IV
THEA202	TV & Film Technique
THEA2I2	Dance IV
THEA243	Movement IV
THEA2I0	Voice and Speech IV
THEA226	Vocal Music IV
THEA2I7	Theatre History II
THEA209	Professionalism II
THEA2I9	Make-up
THEA	Monologue Study II
THEA	Workshop Performance II

SEMESTER 5	15 WEEKS
THEA300	Acting V
THEA30I	Showcase Performance I
THEA304	Dance V
THEA303	Movement V
THEA305	Voice and Speech V
THEA306	Vocal Music V
THEAI08	Costume History

SEMESTER 6	16 WEEKS
THEA3I4	Dance VI
THEA3I0	Showcase Performance II
THEA323	Movement VI
THEA3I5	Voice and Speech VI
THEA3I6	Vocal Music VI
THEAI08	Costume History

SCHOOL OF TECHNOLOGY AND SCIENCE

DEAN: DR. SHIRLEY HOLLOWAY

CHAIRPERSONS:
Sean Donovan, *Architectural/Engineering Technology*
William Houghton, *Electrical Engineering Technology*
Robert Nicholson, *Mechanical Systems Technology*
Toivo Teng, *Electronics Engineering Technology*
Doug Todd, *Mechanical Engineering Technology*

Marianne Teminski graduated from the Electronics Engineering Technician program in 1989. She is now a Maintenance Technician in the VTR Department at CBC Television.

The School of Technology and Science is committed to providing the best possible learning environment for its students. The way in which we offer our quality, career-oriented education is an important part of this commitment.

On the following pages you'll see that some of our programs have their first year in common with others in the same general field. This means you don't have to make a final career choice until your second year. Similarly, you can register in a three-year program but take a break after successful completion of the first two years – when a technician diploma is awarded – and return later to complete the technology diploma.

You may opt to take a partial course load in one of all of your years at the College in order to work part-time or to give yourself more time for study.

You may take courses from any of the semesters listed for your program, as long as you have the prerequisites before registration. For example, you must take Drafting 1 before taking Drafting 2. Some of the graduation requirements may be completed by taking selected evening courses or by transfer of credits from other post-secondary institutions.

The Dean of the School of Technology and Science or the program chairperson will be pleased to assist you in planning your course of action. If you have any questions, please call 944-4387.

AIR CONDITIONING/REFRIGERATION ENGINEERING TECHNICIAN

GBC Code AR1010 **Starting:** September
Casa Loma Campus **Certification:** Diploma
2 Years

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 Mathematics.

ABOUT THE PROGRAM: During the last decade, air conditioning has developed into one of Canada's fastest growing industries. By pioneering specialized systems that heat, cool, humidify, circulate, filter and purify, it has contributed to achievements ranging from space travel to solar heating.
The student will gain a broad and intensive knowledge of the design, installation and operation of air conditioning systems in residential, commercial and industrial buildings. Well-equipped laboratories reinforce the practical aspects of the subject matter.

CAREER PROSPECTS:
System Design—The technician works with a professional engineer in calculating heat loads; in sizing piping, ducting and other equipment; in planning site layouts and preparing drawings.
Sales Promotion—The technician prepares estimates and drawings so that competitive quotations may be given and provides technical support to sales staff in answering engineering queries.
System Balancing—The technician plans and recommends, or carries out, adjustment to air distribution, air quantities and velocities in order to maintain air supplies at recommended design conditions.
Estimating—The technician investigates new construction contracts to determine how an employer's product may best be used. Material and cost lists are prepared which demand a specialized heating, ventilating, and air conditioning (HVAC) knowledge.

SEMESTER 1	18 WEEKS
AIR111	Refrigeration Theory
AIR112	Heat Load Calculation
AIR113	Electrical Fundamentals
ARDR125	Drafting
AIR114	Laboratory Applications
MATH106	Mathematics

SEMESTER 2	18 WEEKS
HT105	Fuels Technology
AIR115	HVAC System Design
AIR116	Electrical Circuit Analysis
ARDR126	Drafting
PHY106	Applied Physics
ENG100	Language and Communications

SEMESTER 3	18 WEEKS
HT205	Fuels Technology
AIR205	HVAC System Design
AIR206	System Control
ARDR225	Drafting
PRGM230	Applied Computer Programming
MATH206	Mathematics
ENG263	Language and Communications

SEMESTER 4	18 WEEKS
AIR207	Refrigeration Theory
AIR208	HVAC System Design
AIR209	System Control
ARDR226	Drafting
AIR210	Laboratory Applications
AIR211	Estimating
PHY202	Applied Physics
ENG264	Language and Communications

AIR CONDITIONING/REFRIGERATION ENGINEERING TECHNOLOGY

GBC Code AR1200
Casa Loma Campus
3 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 mathematics.

ABOUT THE PROGRAM: The introduction of high technology into the heating, ventilating and air conditioning (HVAC) field is proceeding at an accelerating rate. New opportunities are now arising in organizations for people with training beyond the two-year technician level. This program is intended to supplement the knowledge gained as technician and to expand on those specialized areas for which industry is demanding higher levels of expertise, notably, at a junior engineer or technologist level.

CAREER PROSPECTS: In addition to those offered at technician level:
System Design—Under the direction of an engineer the technologist will use the latest techniques in computer aided design programs for heating, ventilating and air conditioning (HVAC) systems, in estimating, sizing and equipment selection practices.
System Commissioning—The technologist checks all aspects of a complete HVAC system on start-up and carries out any control settings and balancing adjustments necessary to maintain correct distribution of conditioned air.
Project Coordinator—The technologist is the liaison between the engineering design team and site mechanics to ensure installation of equipment proceeds according to design requirements.
Building Management (Mechanical)—The technologist may direct other staff to ensure that all mechanical systems function in good order in a group of buildings — such as a high-rise apartment complex.
Testing and Research—The technologist is employed by organizations such as the Canadian Standards Association or the Canadian Gas Association, testing equipment, and recommending improvements, before marketing permission is given.
Automatic Controls—The technologist is a team member in a controls manufacturing company, and is responsible for design, quality control and marketing of HVAC control systems which often emphasize digital and microprocessor systems.

SEMESTER 1	18 WEEKS
AIR111	Refrigeration Theory
AIR112	Heat Load Calculation
AIR113	Electrical Fundamentals
ARDR125	Drafting
AIR114	Laboratory Applications
MATH106	Mathematics

SEMESTER 2	18 WEEKS
HT105	Fuels Technology
AIR115	HVAC System Design
AIR116	Electrical Circuit Analysis
ARDR126	Drafting
PHY106	Applied Physics
ENG100	Language and Communications

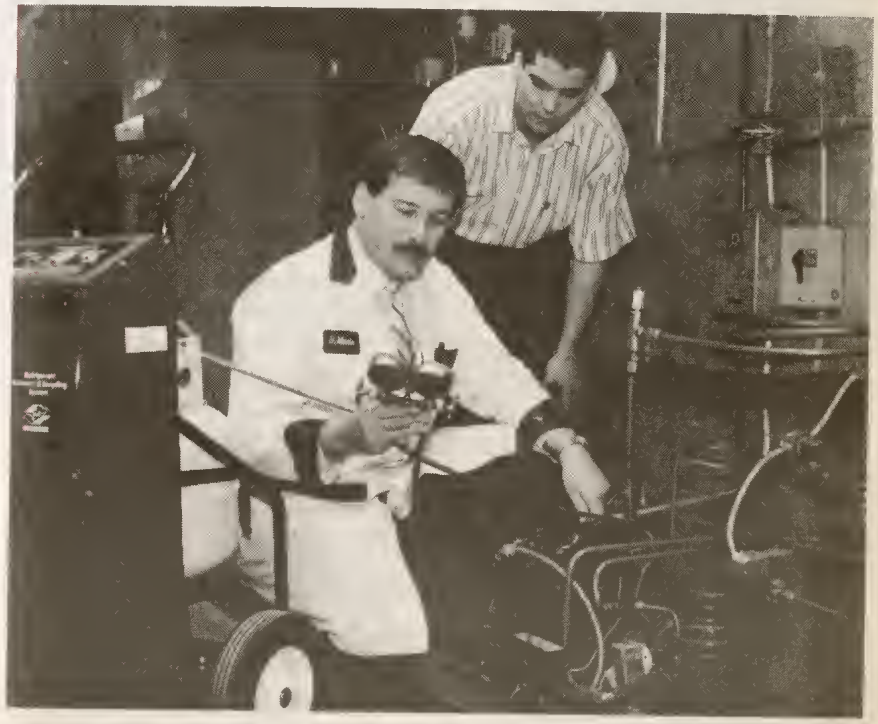
(continued...)

SEMESTER 3	18 WEEKS
HT205	Fuels Technology
AIR205	HVAC System Design
AIR206	System Control
ARDR225	Drafting
PRGM230	Applied Computer Programming
MATH206	Mathematics
ENG263	Language and Communications

SEMESTER 4	18 WEEKS
AIR207	Refrigeration Theory
AIR208	HVAC System Design
AIR209	System Control
ARDR226	Drafting
AIR210	Laboratory Applications
AIR211	Estimating
PHY207	Applied Physics
ENG264	Language and Communications

SEMESTER 5	18 WEEKS
AIR300	Refrigeration Theory & Lab
AIR301	HVAC System Design
AIR303	Energy Management
AIR306	Computer Applications
MATH301	Mathematics
ENG310	Language and Communications

SEMESTER 6	18 WEEKS
AIR308	HVAC System Design
AIR310	Energy Management
AIR312	HVAC Fire Protection Systems
AIR313	Computer Applications
MATH312	Mathematics
AIR314	Contract Administration



APPLIANCE SERVICING

GBC Code AR5450
Casa Loma Campus
36 Weeks

Starting: Continuous intake, every 18 weeks
Certification: Certificate

PREREQUISITES: Grade 10 and/or admission test.

ABOUT THE PROGRAM: This program gives a thorough knowledge of the theory and practice required for the maintenance and repair of home appliances. The student should have a high mechanical aptitude. Graduates are prepared for occupations in servicing, and as factory representatives, field representatives, appliance salespeople, appliance inspectors, and production supervisors. Courses in laundry equipment, refrigeration and electrical appliances are presented in blocks of six weeks.

CAREER PROSPECTS:
Servicing: The graduate will diagnose service problems and repair: clothes washers, clothes dryers, dishwashers, ranges, microwave ovens, refrigerators, freezers, and window air conditioners. This may be done in the customer's home or other location.
Sales: The salesperson will market and give technical advice to potential customers in department or appliance stores.

COURSES	36 WEEKS
APL535	Electrical
MATH560	Mathematics
APL536	Conventional and Microwave Ranges
MATH561	Mathematics
APL537	Basic Refrigeration and Refrigerators
SBM534	Small Business Management
APL538	Freezers and Room Air Conditioners
SBM535	Small Business Management
APL539	Dishwashers and Clothes Dryers
SBM536	Small Business Management
APL540	Clothes Washers and Compactors
SBM537	Small Business Management

ARCHITECTURAL TECHNICIAN–DRAFTING

GBC Code AR1040
Casa Loma Campus
2 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 Mathematics.

ABOUT THE PROGRAM: The architectural drafting technician is one of a team of technical personnel involved in the construction industry. Within the classroom environment, an office atmosphere is simulated by encouraging students to work in small groups and using actual building projects from industry as case studies. Job site visits, guest speakers, specifications, mechanical and electrical information are arranged to give students a complete understanding of an actual commercial project.
Areas developed to give the student a broad base for a complete understanding of the building design and construction process include: architectural drafting and design, production of working drawings, estimating, surveying, electrical, mechanical and structural information. Architectural presentation includes perspective, shades and shadows, pen, ink and felt pen rendering of interiors and exteriors.
Building materials and methods provides a thorough knowledge of the correct use and applications of building materials for and within the building envelope.
Engineering–the broad base of architecture–includes a study of structural and mechanical systems within the building.

CAREER PROSPECTS: Graduates can play a significant role as design and detail draftspersons in architectural or consulting firms. Because of the broad subject core of the program, other employment opportunities are available in: government and municipal offices as field supervisors, inspectors, sales consultants, detail draftspeople, expeditors; in fabrication firms, construction and developers' offices; and other areas of the construction building industry.

SEMESTER 1	18 WEEKS
ARCHI10	Materials and Methods I
ARDRI67	Architectural Drafting and Design I
ARDRI20	Descriptive Geometry I
MATHI66	Mathematics
ELEC00I	Language and Communications I
SURVI10	Surveying

SEMESTER 2	18 WEEKS
ARCHI20	Materials and Methods II
ARDRI77	Architectural Drafting & Design II
MATHI76	Mathematics II
ELEC00I	Language and Communications II
ARDRI03	Architectural Rendering and Presentation I
ARDR247	Computer Aided Drafting

SEMESTER 3	18 WEEKS
ARCH210	Materials and Methods III
ARDR235	Mechanical Installations Drafting I
ARDR236	Architectural Drafting and Design III
MATH262	Mathematics III
ELEC00I	Language and Communications III
ARDR203	Architectural Rendering and Presentation II
ARDR247	Computer Aided Drafting
SURVI02	Quantity Surveying I

SEMESTER 4	18 WEEKS
ARCH220	Materials and Methods IV
ARDR245	Mechanical Installations Drafting II
ARDR246	Architectural Drafting and Design IV
MATH272	Mathematics IV
ELEC00I	Language and Communications – elective
ARDR301	Computer Aided Design I
ARDR248	Codes and Specifications
PHYI00	Applied Physics

ARCHITECTURAL TECHNOLOGY

GBC Code AR1220
Casa Loma Campus
3 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 Mathematics. A grade point average of 2.3 and credit in all courses in semesters 1 to 4 must be achieved before entering into the 3rd year.

ABOUT THE PROGRAM: The architectural technologist takes and assumes responsibility for projects within an architectural office environment. To function in this capacity, the technologist is responsible for the activities and duties of a technician, but also cognizant and responsible for the space requirements in design, as well as the economics of space and building science. A thorough knowledge of specifications and specification writing, building codes, by-laws, urban planning and construction law will emphasize the legal aspect and responsibility of an architectural firm or building construction office.
Computer design and drafting will form an integral and major section of semesters 5 and 6, during which time the student will design a building project and finalize the working drawings with the aid of computers at George Brown College.

CAREER PROSPECTS: Graduates of the three-year program, because of its wide subject base, can look toward employment in many avenues of the architectural/building construction industry. Areas of employment possibilities: architectural and consulting engineers; building contractors and building developers; estimating and quantity take-off; building construction supervision for an architect, contractor or developer; operating and using a CADD system in the production of design and working drawings; sales and development of building products; develop technical sales literature; assist in the writing of specifications; building inspector; and municipal and government building offices.

(continued...)

SEMESTER 1	18 WEEKS
ARCH110	Materials and Methods I
ARDR167	Architectural Drafting and Design I
ARDR120	Descriptive Geometry I
MATH166	Mathematics I
ELEC001	Language and Communications I
SURV110	Surveying

SEMESTER 2	18 WEEKS
ARCH120	Materials and Methods II
ARDR177	Architectural Drafting and Design II
MATH176	Mathematics II
ELEC001	Language and Communications II
ARDR103	Architectural Rendering and Presentation I

SEMESTER 3	18 WEEKS
ARCH210	Materials and Methods III
ARDR235	Mechanical Installations Drafting I
ARDR236	Architectural Drafting and Design III
MATH262	Mathematics III
ELEC001	Language and Communications III
ARDR203	Architectural Rendering and Presentation II
SURV102	Quantity Surveying I
ARDR247	Computer Aided Drafting

SEMESTER 4	18 WEEKS
ARCH220	Materials and Methods IV
ARDR245	Mechanical Installations Drafting II
ARDR246	Architectural Drafting and Design IV
MATH272	Mathematics IV
ELEC001	Language and Communications — elective
PHY100	Applied Physics
ARDR301	Computer Aided Design I
ARDR248	Codes and Specifications

SEMESTER 5	18 WEEKS
ARCH300	Building Science
MECH330	Theory of Structures
URB300	Urban Planning
SPEC300	Specifications I
CO309	Construction Law I
EL369	Electrical Installations
ARDR311	Computer Aided Design II
ARCH301	Architectural Design I

SEMESTER 6	18 WEEKS
ARCH302	History of Building
EC300	Building Economics
ARCH303	Community Planning
SPEC301	Specifications II
CO319	Construction Law II
MECH331	Building Engineering
ARDR312	Computer Aided Design III
ARCH311	Architectural Design II

Automated Building Systems

GBC Code EL5910
St. James Campus
1 Semester (10 weeks)

Starting: Continuously, as numbers warrant
Certification: Certificate

PREREQUISITE: Successful completion of Video Systems and Service (EL 5870) or equivalent.

ABOUT THE PROGRAM: The program provides additional training to technicians with experience in this or related fields, to enable them to seek alternate employment or vertical progression with employers.

The program presents the techniques involved in the installation and servicing of Home Products Link (HPL) devices such as security control; heating; air conditioning; and lighting. Applications of HPL and approach to home automation are also considered.

CAREER PROSPECTS: Vertical progression or opportunities for alternate employment.

SEMESTER 1	10 WEEKS
ELE504	Home Products Link Installation and Service

This combined theory and laboratory course examines the hardware and software requirements of HPL installation and service. Communications standard that allows products from different manufacturers to function interactively in home, and can control security, heating, air-conditioning, lighting, etc. will be studied. HPL's coverage of transmission media via power line, phone wiring, coaxial cable, infrared, the control language and the application language to operate various devices and appliances in the home will also be considered.

Cable Distribution Systems

GBC Code EL5880
St. James Campus
1 Semester (10 weeks)

Starting: Continuously, as numbers warrant
Certification: Certificate

PREREQUISITE: Successful completion of Video Systems and Service (EL 5870) or equivalent.

ABOUT THE PROGRAM: The program provides additional training to Video Systems graduates, or technicians with experience in this or related fields, to enable them to seek alternate employment or vertical progression with employers. The program presents basic knowledge of cable distribution systems to meet the demands of this rapidly growing industry.

CAREER PROSPECTS: Vertical progression or opportunities for alternate employment.

SEMESTER 1	10 WEEKS
ELE501	Cable Distribution Systems

This combined theory and laboratory course examines the basic requirements of cable distribution systems. The fibre optics link and the coaxial cable distribution systems and their components will be studied. Other topics covered include: impedance matching; flux budgeting; loss measurement; principles of baseband and frequency measurement; principles of distribution components and the ability to compare an RF and video distribution system.

Carpenter–General

GBC Code AR5510
Casa Loma Campus
38 Weeks

Starting: September, January and March
Certification: Certificate

PREREQUISITES: Ontario Secondary School credits in mathematics and English in Grades 9 and 10 at or above the general level, and/or an admission test.

ABOUT THE PROGRAM: This program is offered to students who want to learn the skills that would fit them for the carpentry industry. The program covers hand and power tools, general woodworking, acoustics, and welding. If the student wishes to continue into the apprenticeship program, credits within the apprenticeship regulations are given for the in-college training.

CAREER PROSPECTS: The construction industry will continue to require tradespeople for on-site construction and shop fabrication. Graduates may be employed in residential construction, general contracting, renovations, and the rehabilitation of existing buildings. Opportunities also exist in many other related woodworking areas.

COURSES	38 WEEKS
CAR500	History, Regulations, Health & Safety
CAR501	Materials & Supplies
CAR502	Plans, Specifications & Codes
CAR503	Estimating Calculation & Layout
CAR504	Tools & Equipment
CAR520	Residential Construction
CAR522	Metal Cutting & Welding
CAR535	Commercial Construction

CIVIL ENGINEERING TECHNICIAN

GBC Code AR1100
Casa Loma Campus
2 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 Mathematics.

BACKGROUND: Credits in physics, drafting and surveying are desirable.

ABOUT THE PROGRAM: The Civil Engineering program prepares students for a career in the design, planning or construction of civil engineering projects.
During the instruction periods, particularly in the technical subjects, instructors use the project approach to reinforce the theoretical and practical aspects of engineering. This method and control of the major construction materials helps to familiarize the student with industry's approach to the subject area.
Well-equipped laboratories are available for the testing and quality control of various construction materials and components.
Work experience will be arranged for students in this program.

CAREER PROSPECTS: The graduate civil engineering technician may find employment in structural engineering, municipal, government and contracting offices as a member of the engineering team covering design, site engineering, site surveying and supervision, quality control and estimating, or as a laboratory technician.

SEMESTER 1	18 WEEKS
SURV111	Plane Surveying
CIV110	Reinforced Concrete Drawing and Design
CIV111	Structural Steel Drawing and Design
CIV112	Construction Materials
ELEC001	Language and Communications I
MATH166	Mathematics I
MECH100	Mechanics

SEMESTER 2	18 WEEKS
SURV121	Plane Surveying
CIV120	Reinforced Concrete Drawing and Design
CIV121	Structural Steel Drawing and Design
CIV122	Construction Materials
ELEC001	Language and Communications II
MATH176	Mathematics II
MECH110	Mechanics of Materials

SEMESTER 3	18 WEEKS
SURV211	Advanced Plane Surveying
CIV210	Reinforced Concrete Drawing and Design
CIV211	Municipal Services
CIV212	Highway Technology
CIV213	Specifications and Estimating
ELEC001	Language and Communications III
MATH262	Mathematics III
PHY234	Applied Physics

SEMESTER 4	18 WEEKS
SURV221	Advanced Plane Surveying
CIV220	Structural Steel Drawing and Design
CIV221	Municipal Services
CIV222	Highway Technology
CIV223	Specifications and Estimating
ELEC001	Language and Communications – elective
MATH272	Mathematics IV
PHY244	Applied Physics
CAD202	Computer Aided Construction Practices I

CIVIL ENGINEERING TECHNOLOGY

GBC Code AR1160
Casa Loma Campus
3 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 Mathematics.

BACKGROUND: Credits in physics, drafting and surveying are useful.

ABOUT THE PROGRAM: The Civil Engineering Technology program prepares students for a career in the design, planning and construction of civil engineering projects.
The curriculum is based upon a core of applied science and mathematics as well as engineering applicable to civil technology.
The broad base in civil engineering subjects is required to give students maximum opportunity for employment in a changing market, and encourage a more mature judgment in their work as engineering technologists.
Work experience will be arranged for students in this program.

CAREER PROSPECTS: The graduate civil engineering technologist may find employment in municipal engineering, transportation engineering, structural engineering, or construction management working either in the field or in the office as designer, site supervisor, site surveyor, quality control inspector, lab technician, or estimator.

SEMESTER 1	18 WEEKS
SURV111	Plane Surveying
CIV110	Reinforced Concrete Drawing and Design
CIV111	Structural Steel Drawing and Design
CIV112	Construction Materials
ELEC001	Language and Communications I
MATH166	Mathematics I
MECH100	Mechanics

SEMESTER 2	18 WEEKS
SURV121	Plane Surveying
CIV120	Reinforced Concrete Drawing and Design
CIV121	Structural Steel Drawing and Design
CIV122	Construction Materials
ELEC001	Language and Communications II
MATH176	Mathematics II
MECH110	Mechanics of Materials

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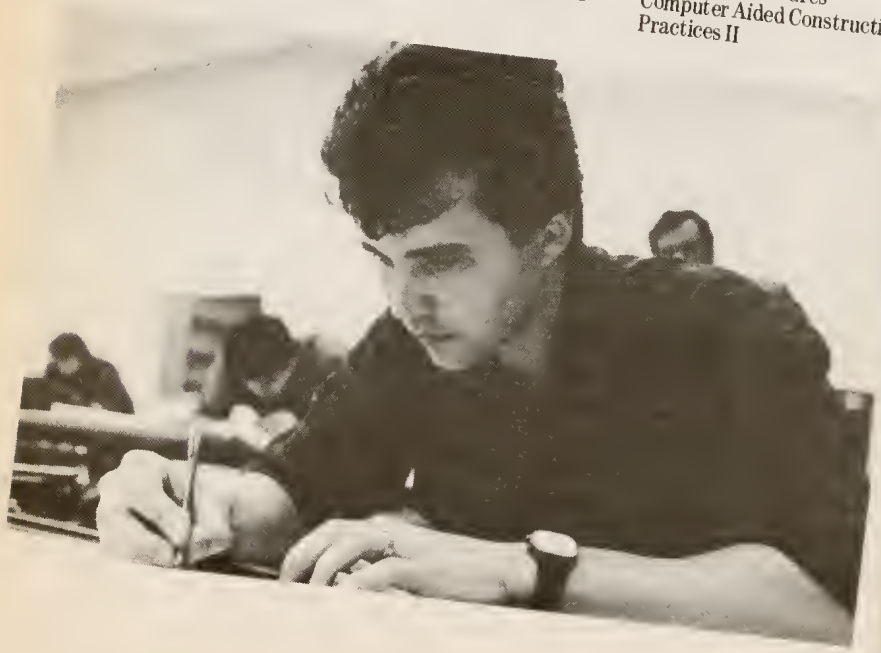
SEMESTER 3	18 WEEKS
SURV211	Advanced Plane Surveying
CIV210	Reinforced Concrete Drawing and Design
CIV211	Municipal Services
CIV212	Highway Technology
CIV213	Specifications and Estimating
ELEC001	Language and Communications III
MATH262	Mathematics III
PHY234	Applied Physics

SEMESTER 4	18 WEEKS
SURV221	Advanced Plane Surveying
CIV220	Structural Steel Drawing and Design
CIV221	Municipal Services
CIV222	Highway Technology
CIV223	Specifications and Estimating
ELEC001	Language and Communications – elective
MATH272	Mathematics IV
PHY244	Applied Physics
CAD202	Computer Aided Construction Practices I

SEMESTER 5	18 WEEKS
CIV303	Highway Technology
CIV310	Reinforced Concrete Design
CIV311	Structural Steel Design
CIV312	Municipal Engineering Planning
CIV314	Soils Mechanics and Foundations
CIV315	Construction Management
PRGM320	Digital Computations
MECH310	Mechanics of Fluids

SEMESTER 6	18 WEEKS
CIV320	Reinforced Concrete Design
CIV321	Structural Steel Design
CIV322	Sanitary Technology
CIV323	Transportation Planning
CIV324	Soils Mechanics and Foundations
CIV325	Construction Management
ENG304	Technological Thesis
MECH320	Theory of Structures
CAD202	Computer Aided Construction Practices II



CONSTRUCTION ENGINEERING TECHNICIAN –MANAGEMENT

GBC Code AR1030 **Starting:** September
Casa Loma Campus **Certification:** Diploma
2 Years

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 Mathematics.

BACKGROUND: Credits in physics, drafting and bookkeeping are useful.

ABOUT THE PROGRAM: The Construction Technician program prepares students to enter the construction industry in various capacities leading to positions such as estimators, expeditors, field engineers and superintendents, building inspectors, building product sales and others.
Instructors use the project approach to learning to reinforce the theoretical and practical parts of the program. In this way, the student is made familiar with industry's methods of working. Well-equipped laboratories are available for the testing and quality control of various construction materials and components.

CAREER PROSPECTS: The construction industry is one of Canada's largest employers and offers a variety of jobs for the graduate construction technician. Positions may be found in a general or subcontractor's office or in a firm specializing in other forms of construction management such as quantity surveying, or in sales.

SEMESTER 1	18 WEEKS
CO114	Construction Methods and Drafting
CO115	Quantity Surveying I
CO123	Mechanical Installations I
CO117	Construction Materials I
CO104	Site Engineering
MATH166	Mathematics I
ELEC001	Language and Communications I
MECH100	Mechanics

SEMESTER 2	18 WEEKS
CO124	Construction Methods and Drafting II
CO125	Quantity Surveying II
CO122	Electrical Installation I
CO127	Construction Materials II
MATH176	Mathematics II
ELEC001	Language and Communications II
MECH110	Mechanics of Materials

SEMESTER 3	18 WEEKS
CO216	Site Engineering
CO217	Building Construction I
CO218	Quantity Surveying III
CO226	Mechanical Installations III
CO220	Contracts and Specifications I
MATH262	Mathematics III
ELEC001	Language and Communications III
PHY234	Applied Physics

SEMESTER 4	18 WEEKS
CO227	Building Construction II
CO228	Quantity Surveying IV
CO225	Electrical Installation II
CO230	Contracts and Specifications II
MATH272	Mathematics IV
ENG265	Language and Communications III
ELEC001	Language and Communications – elective
PHY244	Applied Physics

Construction Engineering Technology

GBC Code AR1170
Casa Loma Campus
3 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 Mathematics.

BACKGROUND: Credits in physics, drafting and bookkeeping are useful.

ABOUT THE PROGRAM: Instructors use the project approach to learning to reinforce the theoretical and practical parts of the program. In this way, the student is made familiar with industry's methods of working. Well-equipped laboratories are available for the testing and quality control of various construction materials and components.
The concentration of quality surveying courses plus the inclusion of technical and related courses will provide a base for successful career advancement.

CAREER PROSPECTS: The construction industry is one of Canada's largest employers and offers a variety of jobs for the graduate construction technologist. Positions may be found in a general or subcontractor's office or in a firm specializing in other forms of construction management such as quantity surveying, or in sales.

SEMESTER 1	18 WEEKS
CO114	Construction Methods and Drafting I
CO115	Quantity Surveying I
CO123	Mechanical Installations I
CO117	Construction Materials
CO104	Site Engineering
MATH166	Mathematics I
MECH100	Mechanics
ELEC001	Language and Communications I

SEMESTER 2	18 WEEKS
CO124	Construction Methods and Drafting II
CO125	Quantity Surveying II
CO122	Electrical Installation I
CO127	Construction Materials II
MATH176	Mathematics II
MECH110	Mechanics of Materials
ELEC001	Language and Communications II

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SEMESTER 3	18 WEEKS
CO217	Building Construction I
CO218	Quantity Surveying III
CO226	Mechanical Installations III
CO220	Contracts and Specifications I
CO216	Site Engineering
MATH262	Mathematics III
ELEC001	Language and Communications III
PHY234	Applied Physics

SEMESTER 4	18 WEEKS
CO227	Building Construction II
CO228	Quantity Surveying IV
CO225	Electrical Installation II
CO230	Contracts and Specifications II
MATH272	Mathematics IV
ELEC001	Language and Communications — elective
PHY244	Applied Physics

SEMESTER 5	18 WEEKS
CO310	Construction Methods and Equipment I
CO311	Quantity Surveying and Estimating I
CO312	Construction Management I
CO203	Structural Design—Concrete
MATH307	Applied Statistics
ENG310	Language and Communications
CO309	Construction Law I

SEMESTER 6	18 WEEKS
CO320	Construction Methods and Equipment II
CO321	Quantity Surveying and Estimating II
CO322	Construction Management II
CO306	Building Economics
CO204	Structural Design—Steel
MATH316	Applied Statistics
ENG320	Technical Report
CO319	Construction Law II

Digital Equipment and Microprocessor Circuits

GBC Code EL5790
St. James Campus
2 Semesters (48 weeks)

Starting: Sept. to May, every 5 weeks
Certification: Certificate

PREREQUISITE: Grade 10 or Academic Upgrading Level 3 (BTSD III), an admission test in English, mathematics, algebra and science, and an orientation and assessment interview.

ABOUT THE PROGRAM: The program provides training for individuals to become qualified in the principles and maintenance of devices involved in digital electronics and microcomputer systems.

CAREER PROSPECTS: The program prepares graduates for employment and further on-the-job training in the expanding field of digital electronics. This field includes such areas as personal computers and microprocessor-based systems found in industry.

SEMESTER 1	20 WEEKS
ELCT501	Electrical Fundamentals
ELCT502	DC Circuit Characteristics
ELCT503	AC Circuit Characteristics
ELCT504	Electrical Circuits Laboratory
ELCT505	Digital Fundamentals and Circuits
ELCT506	Digital Circuits Laboratory
ELCT507	Semiconductor Fundamentals and Circuits
ELCT508	Semiconductor Circuits Laboratory
ELCT509	Passive Circuit Analysis (Applied Math)
ENG503	Business Practices and Communications (Part A)

SEMESTER 2	28 WEEKS
ELCT523	Troubleshooting Microprocessor Based Systems
ELCT524	Microprocessor Laboratory
ELCT596	Analog/Digital Interfacing
ELCT597	Microprocessor Fundamentals
ELCT598	Microprocessor Interfacing
ELCT599	Operating Systems and Applications
ELCT519	Active Circuit Analysis (Applied Math)
ENG504	Business Practices and Communications (Part B)

Electrical Engineering Technician—Power and Industrial Electronic

GBC Code EL1020
Casa Loma Campus

Starting: September
Certification: Diploma **2 Years**

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 mathematics.

BACKGROUND: Credits in physics, electricity, and an electrical background are helpful but not essential.

ABOUT THE PROGRAM: Subjects covered include electrical fundamentals, D.C. and A.C. machines, industrial electronic controls, electrical drafting and related academic subjects. The student is trained in modern laboratories equipped with D.C. and A.C. generators, motors, computers, microprocessors and programmable controllers and computer-aided drafting equipment. The lectures, laboratory and computer work are aimed at enabling students to work on their own with the guidance of instructors.
Upon completion of the program, graduates should be able to effectively and independently function as technicians in the area of specialty required of them by the employer.

CAREER PROSPECTS: Graduates find employment as: electrical maintenance technicians in industries using machinery controlled by complex electronic equipment; test technicians in manufacturing plants; service technicians for electrical manufacturers; sales representatives; and design technicians for manufacturers.

SEMESTER 1	18 WEEKS
EL111	Electrical Fundamentals
EL251	Computer Programming
EL116	Electrical Laboratory-D/C Circuits
ELDR112	Electrical Drafting I
MATH117	Mathematics
MECH105	Engineering Science
COMM102	Language and Communications I OR
COMM103	Communications I

SEMESTER 2	18 WEEKS
EL121	Direct Current Machines (Theory)
EL122	Electrical Circuits—AC
EL156	Electrical Laboratory—AC Circuits
EL157	Electrical Laborarory—DC Machines
EL145	Industrial Electronic II (Theory and Lab)
ELDR128	Electrical Drafting II & B.P. Reading
MATH127	Mathematics
ENG182	Language and Communications II

SEMESTER 3	18 WEEKS
EL232	Alternating Current Machines
EL236	Industrial Electronic III
EL252	Electrical Lab AC Machines
EL239	Industrial Electronic Lab III
EL256	Computer Operating Systems
EL250	Electrical Environmental Systems
MATH227	Mathematics
ENG265	Language and Communications III

SEMESTER 4	18 WEEKS
EL234	Electrical Distribution Systems
EL237	Electrical Lab Distribution
EL224	Electric Machines Control
EL254	Industrial Electronic IV
EL255	Industrial Electronic Lab IV
EL245	Wiring Methods and Electrical Code
ELDR231	Electrical Drafting III
MATH237	Mathematics
ENG255	Technical Report
ENG266	Liberal Studies—Elective

For more information, call the Electrical Engineering Department at 944-4370 or 944-4373.

ELECTRICAL ENGINEERING TECHNOLOGY—POWER AND INDUSTRIAL ELECTRONIC

GBC Code EL1070
Casa Loma Campus
3 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 mathematics.

BACKGROUND: An electrical background is helpful but not essential.

ABOUT THE PROGRAM: The Electrical Technology program consists of a variety of subjects leading towards the independent design of equipment and systems. The student is trained in modern laboratories equipped with D.C. and A.C. generators, motors, computers, microprocessors and programmable logic controllers and computer-aided drafting equipment.
The lectures, labs, and design projects are aimed at enabling students to work on their own with the guidance of instructors.
Upon completion of the program, graduates should be competent to perform their duties as electrical technologists and be aware of the changing nature of business, industry, science, technology, society and education. Graduates will recognize the need to continually update and upgrade their technical skills and knowledge for a positive contribution to Canadian industry. A progressive attitude is encouraged, upon which a solid foundation of fundamental knowledge is built.

CAREER PROSPECTS: Graduates find employment in: processing industries as designers or draftspersons; maintenance positions to keep production within acceptable limits; consulting engineering firms as electrical system designers; electrical contractors as estimators or in supervisory positions; manufacturing as quality control inspectors; marketing, design and servicing equipment or products in electrical utilities; designers and/or supervisors of substations, electrical networks or transmission lines; inspectors in government departments; and as educators.

SEMESTER 1	18 WEEKS
EL111	Electrical Fundamentals
EL251	Computer Programming
EL116	Electrical Laboratory—DC Circuits
ELDR112	Electrical Drafting 1
MATH117	Mathematics
MECH105	Engineering Science
COMM102	Language and Communications 1
	OR
COMM103	Communications 1

SEMESTER 2	18 WEEKS
EL121	Direct Current Machines (Theory)
EL122	Electrical Circuits—AC
EL156	Electrical Laboratory—AC Circuits
EL157	Electrical Laboratory—DC Machines
EL145	Industrial Electronic II (Theory and Lab)
ELDRI28	Electrical Drafting II & B.P. Reading
MATH127	Mathematics
ENG182	Language and Communications II

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SEMESTER 3	18 WEEKS
EL232	Alternating Current Machines
EL236	Industrial Electronic III
EL252	Electrical Lab AC Machines
EL239	Industrial Electronic Lab III
EL256	Computer Operating Systems
EL250	Electrical Environmental Systems
MATH227	Mathematics
ENG265	Language and Communications III

SEMESTER 4	18 WEEKS
EL234	Electrical Distribution Systems
EL237	Electrical Lab Distribution
EL224	Electric Machines Control
EL254	Industrial Electronic IV
EL255	Industrial Electronic Lab IV
EL245	Wiring Methods and Electrical Code
ELDR23I	Electrical Drafting III
MATH237	Mathematics
ENG255	Technical Report
ENG266	Liberal Studies—Elective

SEMESTER 5	18 WEEKS
EL343	Protection of Electrical Equipment
EL353	Electrical Lab Systems
EL344	Industrial Electronic V
EL345	Industrial Electronic Lab V
EL365	Electrical Estimating
ELDR235	Electrical Drafting V
MATH32I	Mathematics

SEMESTER 6	18 WEEKS
EL364	Electrical Machine Design
EL370	Programmable Logic Controllers (Theory & Lab)
EL366	Research Assignment
EL367	Industrial Electronic VI
EL368	Industrial Electronic Lab VI
ELDR355	Electrical Drafting VI
MATH322	Mathematics
MECH203	Mechanisms
PHY200	Modern Physics

For more information, call the Electrical Engineering Department at 944-4370 or 944-4373.

ELECTRONICS—AUDIO EQUIPMENT AND SYSTEMS

GBC Code EL5430
St. James Campus
48 Weeks

Starting: Sept. to May, every 5 weeks
Certification: Certificate

PREREQUISITE: Grade 10 or Academic Upgrading Level 3, an admission test in English, mathematics, algebra and science, and an orientation and assessment interview.

ABOUT THE PROGRAM: This program trains people to be technically competent with a broad foundation and understanding of audio systems. Through the application of developed skills and acquired knowledge attained during the program, the graduate will be prepared for employment and/or on-the-job training in the expanding audio field.

CAREER PROSPECTS: The graduate may find employment with radio and stereo retail stores and service shops, manufacturers and wholesalers of audio equipment as well as the audio recording and broadcasting industries.

SEMESTER 1	20 WEEKS
ELCT501	Electrical Fundamentals
ELCT502	DC Circuit Characteristics
ELCT503	AC Circuit Characteristics
ELCT504	Electrical Circuits Laboratory
ELCT505	Digital Fundamentals and Circuits
ELCT506	Digital Circuits Laboratory
ELCT507	Semiconductor Fundamentals and Circuits
ELCT508	Semiconductor Circuits Laboratory
ELCT509	Passive Circuit Analysis (Applied Math)
ENG503	Business Practices and Communications (Part A)

SEMESTER 2	28 WEEKS
ELCT510	Linear Circuit Applications
ELCT511	Linear Circuits Laboratory
ELCT512	AM-FM-Stereo Fundamentals and Circuits
ELCT513	AM-FM Stereo Radio Circuits Laboratory
ELCT525	Acoustics Fundamentals and Transducers
ELCT526	Audio Amplifier Circuits
ELCT527	Audio Record Playback Systems
ELCT528	Audio Processing Circuits and Systems
ELCT529	Audio Studio Techniques
ELCT530	Audio Circuits and Project Laboratory
ELCT519	Active Circuit Analysis (Applied Math)
ENG504	Business Practices and Communications (Part B)

ELECTRONICS—OFFICE SYSTEMS SERVICING

GBC Code EL5770
St. James Campus
1 Year

Starting: Sept. to May, every 5 weeks
Certification: Certificate

PREREQUISITES: Grade 12 or Academic Upgrading Level 4 plus satisfactory performance on a mechanical aptitude test.

ABOUT THE PROGRAM: This program provides a technically qualified individual who has a broad foundation and understanding of electronics and electro-mechanical equipment as they relate to office automation and word processing, as well as a basic understanding of computer programming, computer operating systems and telecommunications.

CAREER PROSPECTS: The program prepares graduates for employment and further on-the-job training as equipment service technicians in the rapidly expanding field of office automation and word processing.

SEMESTER 1	20 WEEKS
ELCT501	Electrical Fundamentals
ELCT502	DC Circuit Characteristics
ELCT503	AC Circuit Characteristics
ELCT504	Electrical Circuits Laboratory
ELCT505	Digital Fundamentals and Circuits
ELCT506	Digital Circuits Laboratory
ELCT507	Semiconductor Fundamentals and Circuits
ELCT508	Semiconductor Circuits Laboratory
ELCT509	Passive Circuit Analysis (Applied Math)
ENG503	Business Practices and Communications (Part A)

SEMESTER 2	32 WEEKS
ELCT594	Analog/Digital Interfacing
ELCT595	Interfacing Peripheral Devices
ELCT521	Microprocessor Fundamentals
ELCT524	Microprocessor Laboratory
ELCT536	Microcomputers in Office Systems
ELCT537	Systems Software Usage
ELCT538	Peripherals and Interfacing
ELCT539	Introduction to Telecommunications
ELCT540	Office Equipment Systems Laboratory
ELCT519	Active Circuit Analysis (Applied Math)
ENG504	Business Practices and Communications (Part B)

ELECTRONICS ENGINEERING TECHNICIAN

GBC Code EL1030
St. James Campus
2 Years

Starting: September, October and February
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 mathematics and English.

BACKGROUND: Credits in physics, drafting, electricity/electronics, mechanics, chemistry and computer programming are useful. The technician usually works with a customer, therefore, an ability to communicate effectively with others is essential.

ABOUT THE PROGRAM: The Electronics Technician program provides people with the opportunity to work in the maintenance, installation, production, design or research phases of the electronics industry. In order to better qualify the graduate to be immediately productive in industry, the program is designed so that second-year students specialize in one of the following areas: communications, computers, ETV/TV broadcast.

CAREER PROSPECTS: Graduates of this program are employed in research and engineering departments of government and industry, in utility companies, in radio and television broadcasting, in closed-circuit television studios, in the oil industry, and in the installation of computer and communication systems.

SEMESTER 1	15 WEEKS
ELCT160	Introduction to Electronics
ELCT164	Impedance, Resonance and Filters
ELCT162	Electrical Fundamentals—Advanced
ELCT163	Electronic Laboratory
ENG146	English and Communications
MATH141	Mathematics
ELTC203A	Computer Aided Design

SEMESTER 2	15 WEEKS
ELTC165	Introduction to Amplifier Systems
ELCT166	Applied Amplifier Systems
ELCT161	Logic Circuits
ELCT167	Electronic Laboratory
ENG156	English and Communications
MATH142	Mathematics
ELTC203B	Computer Aided Design

SEMESTER 3	15 WEEKS
ELTC105	TV Principles and Circuits
ELTC242	Microprocessors and Systems Applications
ELCT144	AM/FM Modulation Principles and Receivers
ELCT208	Waveshaping Circuits
ELCT244	Electronic Laboratory
MATH241	Mathematics
ELTC203C	Computer Aided Design

SEMESTER 4	22 WEEKS
ELCT213	Communication Principles
ELTC105	TV Principles and Circuits
ELCT243	Analog/Digital Interfacing
ELCT245	Electronic Laboratory
ELCT299	Technical Report
ELCT203D	Computer Aided Design
Choose 1 of the following 3 electives	
ELCT214	Communication Systems
ELCT216	Computer Systems
ELCT248	Video Systems

ELECTRONICS ENGINEERING TECHNOLOGY

GBC Code EL1050
St. James Campus
6 Trimesters (2 years)

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 mathematics and English.

BACKGROUND: Credits in physics, chemistry, drafting, electricity/electronics, mechanics, computer programming and mathematics at the senior level are useful.

ABOUT THE PROGRAM: This program was developed to meet the industry need for engineering technologists with a practical and theoretical knowledge who can work effectively in the many areas of electronics. Technologists usually work on their own initiative, but under the general supervision of an engineer, a scientist or senior technologist. This program provides students with a knowledge of advanced electronics based on quantitative analysis of electronic circuits and systems. Because of the depth of knowledge required by technologists, the College will review the student's progress at the end of the first semester to determine suitability for further technologist training. Those not qualifying may transfer to the Electronics Technician program.

CAREER PROSPECTS: Graduates may be employed in many fields: design and construction of equipment; maintenance, repair, and installation of systems computers and communication systems; quality control management; marketing and research.

SEMESTER 1	15 WEEKS
ELCT160T	Introduction to Electronics
ELCT162T	Electrical Fundamentals Advanced
ELCT164T	Impedance, Resonance and Filters
MATH151	Mathematics
ELCT163T	Electronic Laboratory
ENG146	English and Communications
ELTC203A	Computer Aided Design

SEMESTER 2	15 WEEKS
ELCT231	Semiconductor Devices
ELCT148	Semiconductor Principles and Circuits
ELCT149	Advanced Transistors
ELCT151	Electronic Laboratory
ENG156	English and Communications
MATH152	Mathematics
ELTC203B	Computer Aided Design

SEMESTER 3	15 WEEKS
ELCT150	Logic Systems
ELCT230	Waveshaping and Control Devices
ELCT232	AM/FM Technology
ELCT233	Electronic Laboratory
MATH251	Mathematics

SEMESTER 4	15 WEEKS
ELCT241	Computer Technology I
ELCT236	Communications Technology Part I
ELCT237	Operational Amplifier Design
ELCT239	Electronic Laboratory
ELCT203E	Computer Aided Design
PHY201T	Physics

SEMESTER 5	15 WEEKS
ELCT301	Communications Technology Part II
ELCT322	Computer Technology II
ELCT320	System Design I
ELCT312	Electronic Laboratory
ENG300	Report Writing
MATH351	Mathematics
ELTC203F	Computer Aided Design

SEMESTER 6	15 WEEKS
ELCT321	System Design II
ELCT303	Automatic Controls Systems
ELCT399	Electronic Technology Report
ELCT316	Laboratory
PHY202T	Modern Physics

GAS FITTER

GBC Code AR5430
Casa Loma Campus
26 Weeks

Starting: September
Certification: Certificate

PREREQUISITE: Admission test.

ABOUT THE PROGRAM: The complexity and variety of natural gas equipment in operation today has created a need for well-trained gas burner servicers who are knowledgeable in domestic gas ranges, dryers, and the large commercial package gas fired boilers.
The gas burner servicing program has been developed by the College in response to a need in the gas industry. The program gives instruction in the installation and servicing of domestic gas burners, gas appliances, and commercial and industrial gas burners. The program has been designed to create a blend between theory and practice by giving equal weight to classroom instruction and practice in the gas shop.

CAREER PROSPECTS: Graduates of the gas fitter program will find wide and diverse employment opportunities in the gas servicing industry. Many are employed by gas companies and their prime contractors as well as independent heating companies.
Graduates who seek self-employment may elect to open their own businesses. Many graduates from the gas fitter program are working today as sub-contractors offering their services to major heating companies in the industry.

COURSES	26 WEEKS
HT569	Electricity
HT570	Residential Gas Burners
MATH533	Mathematics
HT571	Residential Heating Equipment
HT514	Commercial and Industrial Gas Burners
ENG541	Industrial Communications

HEATING TECHNICIAN

GBC Code AR5420
Casa Loma Campus
52 Weeks

Starting: September and January
Certification: Certificate

PREREQUISITE: Admission test.

ABOUT THE PROGRAM: In the heating field, there is a considerable demand for technical personnel who are knowledgeable in oil, gas and electric heating and cooling systems. This demand has been created, in part, by the expansion of building construction.
Rising fuel prices and the need to conserve energy have created a growing concern in the consuming public as to the efficient operation of their heating systems. This concern has created a demand for skilled technicians knowledgeable in the servicing, installation, and design of the various types of residential and commercial heating and cooling systems.
The Heating Technician program covers the application of all of the basic fuels (i.e. oil, gas, and propane) as well as electric heating and cooling systems. Heating system layout and design are covered in such areas as load calculations, system design and system balancing. New advances in residential and commercial heating technology such as heat pumps, high efficiency furnaces, and programmable environmental control have also been integrated into the program.
Both the theory and practice of the above have equal weight, giving the student a well-rounded knowledge in the design, servicing, and installation of heating systems.

CAREER PROSPECTS: Since the heating technician program covers many facets of heating and heating systems, graduates will find diverse employment opportunities. Many are employed by gas companies, oil companies, and their prime contractors and dealers in sales, servicing and installation of heating systems. A large number of graduates find employment with independent heating and cooling companies in design and layout, as well as servicing and installation of heating and cooling systems. Large private and public corporations such as municipalities, school boards and property management companies also employ graduates in the maintenance of their heating systems.

COURSES	52 WEEKS
HT502	Basic Electricity
HT501	Oil Burners
HT510	Heating (Residential Heat Load)
MATH538	Mathematics
ENG586	Language and Communication
HT573	Heating (Commercial Oil and Gas)
HT574	Heating (Commercial Systems)
MATH539	Mathematics
ENG588	Language and Communication
HT521	Central Air Conditioning and Heat Pumps
HT534	Propane
HT572	Residential HVAC System Design
HT540	Gas Burners (Fitter II)
PHY531	Physics
ENG587	Language and Communication

Industrial Maintenance Technician – Electro-Mechanical

GBC Code EN1110
Casa Loma Campus
2 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Credits in mathematics and English in Grades 11 and 12. Candidates should have a strong mechanical aptitude.

ABOUT THE PROGRAM: For the past several years, there has been an increasing trend to high technology in all areas of the manufacturing industry. This has resulted in the development and use of complex, highly sophisticated machinery in the manufacturing process. As this trend continues, the demand for highly trained maintenance personnel will increase dramatically, for the foreseeable future.
George Brown's Industrial Maintenance Technician program is designed to meet this increasing demand. The curriculum is based on the recommendations of an advisory committee representing a number of diverse industries. The program stresses the skills and knowledge required to set up, monitor and trouble-shoot today's sophisticated equipment. Also highly emphasized is the ability to analyse and solve maintenance-related problems, whether they be of a mechanical or electrical nature. Graduates will have a thorough knowledge of the basic components of most machines and their relationship to one another. They will have a sound knowledge of accepted maintenance procedures, including preventive maintenance. Skills will be developed in the reading and interpretation of machine drawings, hydraulic and pneumatic circuit drawings, and electrical schematics.

CAREER PROSPECTS: Graduates will be qualified for employment in the maintenance department of any type of industry, and further training should allow the graduate to write the examinations for applicable certificates of qualification. Other lucrative opportunities exist in management, specialist in any one of several different areas, sales, and technical service.

SEMESTER 1	18 WEEKS
	Mechanical Theory I
	Mechanical Practice I
	Industrial Electronics I
	Mechanical Drafting I
	Mathematics I
	English I

SEMESTER 2	18 WEEKS
	Mechanical Theory II
	Mechanical Practice II
	Industrial Electronics II
	Mechanical Drafting II
	Mathematics II
	English II

SEMESTER 3	18 WEEKS
	Mechanical Theory III
	Mechanical Practice III
	Industrial Electronics III
	Electrical Blueprint Reading
	Welding I
	Programmable Controllers I
	English III

SEMESTER 4	18 WEEKS
	Mechanical Theory IV
	Mechanical Practice IV
	Industrial Electronics IV
	Welding II
	Programmable Controllers II
	English IV

Students who wish to register for individual courses should consult the Mechanical Engineering Department at 944-4376.

Instrumentation Engineering Technician —Industrial

GBC Code EN1010
St. James Campus
2 Years

Starting: September, October and February
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 mathematics and English.

BACKGROUND: A technician usually works with a customer. Therefore, an ability to communicate effectively with others is essential.

ABOUT THE PROGRAM: The instrumentation technician works in all phases of industry using automatic controls. Each instruction period is followed by one or more laboratory period to reinforce theory. The student is given a sound grounding in everything from research and development to sales and service for instrument manufacturers.

CAREER PROSPECTS: Job opportunities range from positions in research and development to sales and service for instrument manufacturers and distributors.

SEMESTER 1	15 WEEKS
ELCT160	Introduction to Electronics
ELCT162	Electrical Fundamentals Advanced
ELTC164	Impedance, Resonance and Filters
ELCT163	Electronic Laboratory
ENGI46	English and Communications
MATH141	Mathematics
ELTC203A	Computer Aided Design

SEMESTER 2	15 WEEKS
ELTC165	Introduction to Amplifier Systems
ELCT166	Applied Amplifier Systems
ELTC161	Logic Circuits
ELCT167	Electronic Laboratory
ENGI56	English and Communications
MATH142	Mathematics
ELTC203B	Computer Aided Design

SEMESTER 3	15 WEEKS
INST105	Measuring Principles II
INSTI04	Measuring Principles I
INST209A	Laboratory—Instrumentation
MATH241	Mathematics
CHEM100	Applied Chemistry
ELTC203C	Computer Aided Design
INST210	Automatic Control Principles I

SEMESTER 4	22 WEEKS
INST201	Final Control Elements
INST202	Analytical and Environmental Instrumentation
INS310	Automatic Control Principles II
INST209B	Laboratory—Instrumentation
CHEM200	Industrial Chemistry and Equipment
INST299	Technical Report
ELTC209A	Laboratory—Electronics
ELTC203D	Computer Aided Design
ELTC242	Microprocessors and Systems Applications

Instrumentation Engineering Technology —Industrial

GBC Code EN1140
St. James Campus
2 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 mathematics and English.

BACKGROUND: Credits in physics, drafting, electricity/electronics, mechanics and computer programming and advanced mathematics are useful. Grade 12 chemistry is highly recommended.

ABOUT THE PROGRAM: The instrumentation technologist primarily designs or modifies systems. Job opportunities range from positions in research and development to sales and service for instrument manufacturers.
The student is given a firm grounding in electronic instrumentation, pneumatic instrumentation, computer technology and related academic subjects. Each instruction period is followed by one or more laboratory periods to reinforce theory.

CAREER PROSPECTS: The technologist's role in industry is primarily to design and modify systems. The technologist may specialize in one aspect of instrumentation engineering such as computer control, analysis instrumentation or electronic instrumentation.

SEMESTER 1	15 WEEKS
ELTC160T	Introduction to Electronics
ELTC162T	Electrical Fundamentals Advanced
ELTC163T	Electronic Laboratory
ENG146	English and Communications
MATH151	Mathematics
ELTC164T	Impedance, Resonance and Filters
ELTC203A	Computer Aided Design

SEMESTER 2	15 WEEKS
ELTC231	Semiconductor Devices
ELTC148	Semiconductor Principles and Circuits
ELTC149	Advanced Transistors
ELTC151	Electronic Laboratory
ENG156	English and Communications
MATH152	Mathematics
ELTC203B	Computer Aided Design

SEMESTER 3	15 WEEKS
ELTC150	Logic Systems
ELTC230	Waveshaping and Control Devices
ELTC232	AM/FM Technology
ELTC233	Electronic Laboratory
MATH251	Mathematics

SEMESTER 4	15 WEEKS
INST104T	Measuring Principles I
INST105T	Measuring Principles II
INST221B	Laboratory--Instrumentation
PHY201T	Physics
CHEM100	Applied Chemistry
INST210T	Automatic Control Principles I
ELTC203E	Computer Aided Design

SEMESTER 5	15 WEEKS
INST310T	Automatic Control Principles II
INST201T	Final Control Elements
INST309A	Laboratory--Instrumentation
MATH351	Mathematics
CHEM200	Industrial Chemistry and Equipment
ENG300	Report Writing
ELTC241	Computer Technology I
ELTC203F	Computer Aided Design
ELTC221B	Laboratory--Electronics

SEMESTER 6	15 WEEKS
INST202T	Analytical and Environmental Instrumentation
INST302	Systems Design and Construction
ELTC303	Automatic Controls Systems
INST309B	Laboratory--Instrumentation
ELTC309B	Laboratory--Electronics
PHY202T	Modern Physics
INST399	Technology Report

Interfacing Microcomputer Peripherals

GBC Code EL5800
St. James Campus
1 Semester (10 weeks)

Starting: Continuously, as numbers warrant
Certification: Certificate

PREREQUISITE: Successful completion of Digital Equipment and Microprocessor Circuits (EL 5790) or equivalent.

ABOUT THE PROGRAM: This program provides training for individuals to become qualified in the principles and maintenance of devices involved in the interfacing of personal computers to peripheral devices such as the video terminal; graphic monitor; serial printer; parallel printer; modems; operating systems and introduction to LANS.

CAREER PROSPECTS: Graduates have the opportunity for vertical progression or the ability to seek alternate employment in the field of microcomputers.

MACHINE SHOP

GBC Code EN5440
Casa Loma Campus
38 Weeks

Starting: Continuous Intake
Certification: Certificate

PREREQUISITES: Grade 10 or admission test.

BACKGROUND: Students entering this program should have mechanical reasoning ability.

ABOUT THE PROGRAM: This program is designed to prepare students for entry into industry as machinists, apprentices, or machine operators. The category in which a student finds employment may depend on age, previous experience, and levels of skill and knowledge acquired. Students find it advantageous to have completed Grade 12 machine shop but, with suitable aptitudes and a willingness to work hard, those who have completed Grade 10 may prove successful in the program and later become good machinists. Instruction is particularly concerned with measurement and machining to close tolerances, combined with production speeds and efficiencies of manufacture, sharpening cutting tools, and setting up machines.

CAREER PROSPECTS: Graduates can look forward to careers as machinists, fitters, industrial mechanics, tool and die makers, mouldmakers, numerical control operators and industrial salespeople.

JOB DESCRIPTIONS: *Apprentice Trainee*—apprentices or trainees are beginners with an industrial company and systematically learn manufacturing methods until they become self-sufficient.
Journeyman—a journeyman is a person with considerable trade experience and skill who has completed an apprenticeship program and has passed a Certificate of Qualification Examination.
Machinist—a machinist is a qualified journeyman who machines parts from a blueprint or sketch. Some machining may be of a repetitive nature while other machining may be only one part or experimental.
Fitters—machine fitters are usually employed in the machine building trade—building complete machines from drawings or blueprints. Fitters also get involved with machine repairs and rebuilding.
Industrial Mechanics—Large industrial plants require people with broad-based skills to keep all areas operational. Consequently, industrial mechanics must be machinists, fitters, knowledgeable in hydraulics, pneumatics and electricity.

SEMESTER 1	18 WEEKS
MACH540	Benchwork
MACH541	Lathework
ENDR574	Blueprint Reading
MATH536	Shop Calculations
ENG530	Industrial Communications
WELD545	Welding

SEMESTER 2	18 WEEKS
ENDR574	Blueprint Reading
MACH542	Milling
MACH543	Grinding
MACH545	Numerical Control
MATH536	Shop Calculations
MET532	Metallurgy

MASONRY

GBC Code AR5500
Casa Loma Campus
20 Weeks

Starting: September and January
Certification: Certificate

PREREQUISITE: Admission test.

ABOUT THE PROGRAM: This program presents an introduction to the construction field with the emphasis on masonry. It endeavours to develop skill and dexterity in basic bricklaying techniques and to prepare and equip graduates for a formal apprenticeship.

CAREER PROSPECTS: The masonry industry is an important component of the construction industry. The bricklayer is required to be a versatile and capable craftsperson who can handle the many tasks involved in the practice of the trade. The graduate may become employed in the residential industry, general contracting, renovating, and other masonry-related activities.

COURSES	20 WEEKS
MAS530	Masonry—Theory
MAS531	Masonry—Practical
MATH533	Mathematics
ARDR533	Drafting
ENG541	Industrial Communications

MECHANICAL ENGINEERING

Mechanical Engineering Technician/Technology offers seven career options for students. After a common first year, students choose one of five options in second year. These options are offered subject to sufficient enrolment. Then, they can either graduate as a technician or go on to complete one of two options in the third year. The following pages provide details on each of the options.

THIRD YEAR

Mechanical Engineering Technology
- Design option
- Manufacturing option

SECOND YEAR

Mechanical Engineering Technician
Choose one of the following options:
- Mouldmaker
- Product Design
- Production
- Tool & Die Maker
- Tool Design

FIRST YEAR

Common first year provides foundation for all Mechanical Engineering Technician/Technology options

MECHANICAL ENGINEERING TECHNICIAN DRAFTING DESIGN (CAD/CAM)

GBC Code EN2010 **Starting:** September
Casa Loma Campus **Certification:** Diploma
64 Weeks

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older).

BACKGROUND: A good background in mathematics and science will assist students in successfully completing the program.

ABOUT THE PROGRAM: Modernization and the streamlining of engineering and production methods are causing a rapid upgrading of personnel requirements. New skills and challenges are required by all levels of employees in order to survive in a computer-orientated manufacturing environment.
This program, with the emphasis on CAD/CAM, is designed to meet the new challenge and provide industry with personnel. Graduates of this program are integrated into the engineering field with a minimum of on-the-job training.

CAREER PROSPECTS: The program is a high technology level of training that emphasizes the skills required to become proficient in the fields of computer aided design and manufacturing. Graduates of this program can look forward to a career in the leading edge of manufacturing, entering such fields as Numerical Control Programming, Process Planning, Tool Design, Machine Design, and CAD/CAM application support.

SEMESTER 1	18 WEEKS
ENDR103	Computer Manufacturing Applications
ENDR104	Technical Drawing I
MACH104	Machining Fundamentals
QC100	Quality Assurance
	Communication I
MATH166	Applied Mathematics I

SEMESTER 2	18 WEEKS
ENDR116	Computer Aided Manufacturing I
MECH117	Mechanical Drafting I
ENDR117	Manufacturing Fundamentals
ENDR112	Materials Technology
SCI101	Engineering Science I
	Communication II
MATH176	Applied Mathematics II

SEMESTER 3	14 WEEKS
MACH206	Computer Aided Manufacturing
MACH205	Computer Aided Design
PRGM240	Applied Systems Analysis
ENDR243	Design Drafting I
	Communication III

SEMESTER 4	14 WEEKS
MACH205	Computer Aided Design
MACH206	Computer Aided Manufacturing
MATH219	Applied Mathematics IV
ENDR243	Design Drafting I
	Communication IV

MECHANICAL ENGINEERING TECHNICIAN–MOULDMAKER

GBC Code EN1050
Casa Loma Campus
2 Years

Starting: September and January
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 mathematics is recommended.

ABOUT THE PROGRAM: This Mouldmaking Technician program prepares students for the mouldmaking industry. Basic functions and machine skills are taught in the first and second semesters, while the third and fourth semesters relate to the advanced skills required to become a competent mouldmaker in the plastics industry. The theory and practical applications of all subjects relates directly to the knowledge required by the mouldmaking industry.
This mouldmaking program was developed by George Brown College in conjunction with the Mouldmakers Association, which is part of the Society of Plastics Industries.

CAREER PROSPECTS: Graduates of the program may expect to find employment in the following types of industries: plastic injection moulding; plastic blow moulding; plastic extrusion moulding; speciality plastics applications products; product and mould design; and basic machine trouble-shooting.

SEMESTER I 18 WEEKS

- Language and Communication I
- Mathematics
- Computer Manufacturing Processes
- Technical Drawing I
- Machining Fundamentals
- Quality Assurance

SEMESTER 2 18 WEEKS

- Language and Communication II
- Applied Mathematics II
- Computer Aided Manufacturing I
- Mechanical Drafting I
- Manufacturing Fundamentals I
- Materials Technology
- Engineering Science

SEMESTER 3 18 WEEKS

- Mouldmaking Theory
- Mouldmaking Practice
- Mould Design
- Electrical Fundamentals
- Language & Communication

SEMESTER 4 18 WEEKS

- Mouldmaking Practice
- Plastic Technology & Processes
- CAD/CAM
- Mould Design
- Liberal Studies–Elective

MECHANICAL ENGINEERING TECHNICIAN –PRODUCT DESIGN

GBC Code ARII20
Casa Loma Campus
2 Years

Starting: September and January
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Credits in mathematics and English.

BACKGROUND: A good background in science is recommended.

ABOUT THE PROGRAM: Modernization and the streamlining of product design and production methods are causing a rapid upgrading of personnel requirements. New skills are required at all levels in order for employees to meet the challenges and survive in a computer-oriented product design environment.

To meet this need the college has developed this high technology program. With emphasis on product design and computer aided engineering, it is designed to meet the new challenge and provide industry with skilled product design personnel. Centered around a well-equipped computer aided engineering area, the program exposes students to all aspects of product design in engineering. Graduates of this program may be integrated into the engineering field with a minimum amount of on-the-job training.

CAREER PROSPECTS: The program is a high technology level of training that emphasizes the skills required to become proficient in the fields of computer aided design and drafting. Graduates can look forward to a career in the leading edge of engineering design; entering such areas as product design, consulting engineering design offices and general drawing offices.

SEMESTER 1 18 WEEKS

- Language and Communication I
- Mathematics
- Computer Manufacturing Processes
- Technical Drawing I
- Machining Fundamentals
- Quality Assurance

SEMESTER 2 18 WEEKS

- Language and Communication II
- Applied Mathematics II
- Computer Aided Manufacturing I
- Mechanical Drafting I
- Manufacturing Fundamentals I
- Materials Technology
- Engineering Science I

SEMESTER 3 18 WEEKS

- Product Design I
- Kinematics I
- Descriptive Geometry III
- Mathematics
- Mechanics of Materials
- Manufacturing Processes
- Elect Fundamentals & Drawing
- Metrology
- Language & Communications III

SEMESTER 4 18 WEEKS

- Product Design II
- Kinematics II
- Descriptive Geometry IV
- Mathematics
- Applied Computer Programming I
- Elect Fundamentals & Drawing
- Metrology
- Liberal Studies–Elective

Mechanical Engineering Technician –Production (CAM)

GBC Code EN1160 **Starting:** September and January
Casa Loma Campus **Certification:** Diploma
2 Years

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Credits in mathematics and English.

BACKGROUND: A good background in science is recommended.

ABOUT THE PROGRAM: Modernization and the streamlining of design, drafting and production methods are causing a rapid upgrading of personnel requirements. New skills are required at all levels in order for employees to meet the challenges and survive in a computer-oriented design/drafting environment.

To meet this need the College has developed this high technology program. With the emphasis on computer aided manufacturing it is designed to meet the new challenge and provide industry with skilled personnel. Centered around a well-equipped Computer Integrated Manufacturing Centre, the program exposes students to all aspects of computers in engineering. Graduates may be integrated into the manufacturing field with a minimum amount of on-the-job training.

CAREER PROSPECTS: The program is a high technology level of training that emphasizes the skills required to become proficient in the fields of computer aided manufacturing and production. Graduates of the program can look forward to a career in the leading edge of engineering, entering such areas as computer aided manufacturing, quality control, consulting production engineering offices and general process planning offices.

SEMESTER 1 18 WEEKS

- Language and Communication I
- Mathematics
- Computer Manufacturing Processes
- Technical Drawing I
- Machining Fundamentals
- Quality Assurance

SEMESTER 2 18 WEEKS

- Language and Communication II
- Applied Mathematics II
- Computer Aided Manufacturing I
- Mechanical Drafting I
- Manufacturing Fundamentals I
- Materials Technology
- Engineering Science

SEMESTER 3 18 WEEKS

- Engineering Science II
- Mathematics
- Tool Design Concepts
- Computer Aided Manufacturing I
- Language and Communication IV

SEMESTER 4 18 WEEKS

- Statistical Process Control
- Mathematics
- Tool Design Concepts
- Computer Aided Manufacturing I
- Liberal Studies—Elective

Mechanical Engineering Technician –Tool and Die Maker

GBC Code EN1040 **Starting:** September and January
Casa Loma Campus **Certification:** Diploma
2 Years

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older).

BACKGROUND: A good background in mathematics is recommended.

ABOUT THE PROGRAM: Rapid changes in technology in the past few years have caused a revolution in the methods of making tools and dies. Ceramic tooling has completely changed traditional metal cutting methods and machinery. Electrical Discharge Machining (EDM) allows toolmakers to build tools dies and moulds that could never before be imagined. Numerical control has brought the computer onto the shop floor.
To the student or journeyman, a new unique challenge is presented—demanding imagination, patience, mechanical ability, deductive reasoning and, of course, skill as a craftsperson. The Toolmaking Technician program offers these challenges in well-equipped shops and laboratories.

CAREER PROSPECTS: Graduates of the two-year Toolmaking Technician program can look forward to a career in the modern production process which includes machining, tool & die making, mouldmaking, quality control, process planning, estimating, designing, teaching and technical sales.

JOB DESCRIPTIONS: *Apprentice or Trainee*—An apprentice or trainee is a beginner with a company who systematically learns a company's methods until becoming self-sufficient.
Journeyman—A journeyman has considerable trade experience and has completed an apprenticeship and passed a Certificate of Qualification Examination.
Machinist—A Machinist is a journeyman who machines parts from a blueprint or sketch.
Tool & Die Maker—The journeyman tool & die maker designs, builds and repairs all types of tooling and dies to exacting tolerances.
Mouldmaker—The journeyman moldmaker has to visualize, design and build all types of moulds to produce a three-dimensionally-shaped part. As well, all moulds must be built in the reverse image of a finished part. Artistic ability is an asset to the Mouldmaker who is basically a sculptor in metal.

SEMESTER 1 18 WEEKS

- Language and Communication I
- Mathematics
- Computer Manufacturing Processes
- Technical Drawing I
- Machining Fundamentals
- Quality Assurance

SEMESTER 2 18 WEEKS

- Language and Communication II
- Applied Mathematics II
- Computer Aided Manufacturing I
- Mechanical Drafting I
- Manufacturing Fundamentals I
- Materials Technology
- Engineering Science

SEMESTER 3 18 WEEKS

- Diemaking I
- Technical Drawing
- Numerical Control III
- Metallurgy
- Mathematics
- Language and Communication III

SEMESTER 4 18 WEEKS

- Diemaking II
- Technical Drawing IV
- Numerical Control IV
- Metallurgy
- Mathematics
- Liberal Studies—Elective

Mechanical Engineering Technician—Tool Design

GBC Code AR1110 **Starting:** September and January
Casa Loma Campus **Certification:** Diploma
2 Years

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Credits in mathematics and English.

BACKGROUND: A good background in science is recommended.

ABOUT THE PROGRAM: Modernization and the streamlining of design, drafting and production methods are causing a rapid upgrading of staffing requirements. New skills are required at all levels in order for employees to meet the challenges and survive in a computer-oriented design/drafting environment.

To meet this need the College has developed this high technology program. With emphasis on computer aided tool design and drafting, it is designed to meet the new challenge and provide industry with skilled tool design personnel. Centered around a well-equipped computer aided engineering area, the program exposes students to all aspects of tool design in engineering. Graduates of this program may be integrated into the engineering field with a minimum amount of on-the-job training.

CAREER PROSPECTS: The program is a high technology level of training that emphasizes the skills required to become proficient in the fields of computer aided design and drafting. Graduates can look forward to a career in the leading edge of engineering design, entering such areas as tool design, consulting engineering design offices and general drawing offices.

SEMESTER 1 18 WEEKS

- Language and Communication I
- Mathematics
- Computer Manufacturing Processes
- Technical Drawing I
- Machining Fundamentals
- Quality Assurance

SEMESTER 2 18 WEEKS

- Language and Communication II
- Applied Mathematics II
- Computer Aided Manufacturing I
- Mechanical Drafting I
- Manufacturing Fundamentals I
- Materials Technology
- Engineering Science I

SEMESTER 3 18 WEEKS

- Die Design I
- Kinematics I
- Metrology
- Mathematics
- Mechanics of Materials
- Descriptive Geometry III
- Manufacturing Processes
- Elect Fundamentals & Drawing
- Language and Communication III

SEMESTER 4 18 WEEKS

- Die Design II
- Kinematics II
- Elect Fundamentals & Drawing
- Quality Assurance
- Mathematics
- Descriptive Geometry IV
- Applied Computer Programming I
- Liberal Studies—Elective

Mechanical Engineering Technologist—Design Option and Manufacturing Option

GBC Code AR1190 **Starting:** September
Casa Loma Campus **Certification:** Diploma
36 Weeks

PREREQUISITES: Graduation from a recognized Mechanical Engineering Technician program or its equivalent.

ABOUT THE PROGRAM: Modernization and the streamlining of design and manufacturing methods are causing a rapid upgrading of personnel requirements. New skills are required at all levels in order for employees to meet the challenges and survive in a computer-oriented product design and manufacturing environment.

To meet this need the College has developed a high technology Mechanical Engineering Technology program with Design and Manufacturing options. This program, with the emphasis on automated design and computer aided manufacturing, is designed to meet the new challenge and provide industry with skilled technology personnel. Centered around a well-equipped Computer Aided Engineering centre, the program exposes students to all aspects of computers as production and design tools in manufacturing. Graduates may expect to be integrated into the engineering field with a minimum amount of on the job training.

CAREER PROSPECTS: The program is a high technology level of training that emphasizes the skills required to become proficient in the fields of computer aided engineering. Graduates of the program can look forward to a career in the leading edge of engineering design, entering such areas as product design, consulting engineering design offices, part programming departments and industrial engineering offices.

Design Option

SEMESTER 5 18 WEEKS

- Engineering Science III
- Mathematics
- Electrical Engineering
- Advanced Mechanical Design I

SEMESTER 6 18 WEEKS

- Advanced Materials Technology
- Kinematics
- Hydraulics/Pneumatics
- Advanced Mechanical Design II
- Economics/Business Management

Manufacturing Option

SEMESTER 5 18 WEEKS

- Engineering Science III
- Mathematics
- Electrical Fundamentals
- Computer Aided Manufacturing I

SEMESTER 6 18 WEEKS

- Economics/Business Management
- Statistical Process Control
- Hydraulics/Pneumatics
- Computer Aided Manufacturing II
- Advanced Materials Technology

PIANO TECHNICIAN

GBC Code AR1140 **Starting:** September 1992 (then alternate years)
Casa Loma Campus **Certification:** Diploma
2 Years

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). A basic knowledge of music theory. Candidates will be required to successfully complete hearing and manual dexterity tests.

ABOUT THE PROGRAM: Piano technicians are skilled in the repair, rebuilding and maintenance of pianos. Most often self employed, working in or from a small workshop, they can renovate, rebuild, repair, voice and tune pianos of any piano maker.
The program and practice of the craft is suitable for both men and women who typically start their private practice tuning pianos, advising clients on work required for the preservation and repair of their instruments, and gradually building up a full practice.

CAREER PROSPECTS: Past graduates have found employment servicing instruments for performing musicians and private owners of instruments, and in such institutions as school boards, universities, schools of music and concert halls.

SEMESTER 1	18 WEEKS
PIAN100	Tuning
PIAN101	Action Regulations
ENG141A	Language and Communications I
MATH168	Mathematics & Applied Mathematics for Music
WOOD100	Woodworking
PHY133	Applied Mechanics and Physics of the Piano

SEMESTER 2	18 WEEKS
PIAN100	Tuning
PIAN101	Action Regulations
PIAN102	Stringed—Wrestplank—Soundboard—Bridges
ENG182	Language and Communications II
MATH168	Mathematics & Applied Mathematics for Music
PHY133	Applied Mechanics & Physics of the Piano
WOOD100	Woodworking

SEMESTER 3	18 WEEKS
PIAN200	Tuning
PIAN201	Action Regulation—Repair
PIAN202	Stringed—Wrestplank—Soundboard—Bridges
PIAN208	Woodworking
ENG265	Language and Communications
SBM100	Small Business Management
PHY133	Applied Mechanics and Physics of the Piano

SEMESTER 4	18 WEEKS
PIAN200	Tuning
PIAN201	Action Regulation—Repair
PIAN202	Stringed—Wrestplank—Soundboard—Bridges
PIAN208	Woodworking
SBM200	Small Business Management
ENG266	Language and Communications — elective

PRE-TECHNOLOGY

GBC Code PT7000 **Starting:** January
Casa Loma Campus
18 Weeks

PREREQUISITES: Ontario Secondary School Diploma or equivalent, or mature student status (age 19 or older).

ABOUT THE PROGRAM: This program will provide an opportunity for students who lack the necessary background in science, mathematics or technology at the secondary level to enter their chosen technology program with a reasonable expectation of success. The curriculum of the program is currently under review.

For information about the Pre-Technology program, please call the Dean of Technology and Science at 944-4387.

PRE-HEALTH SCIENCE See page 116.

Refrigeration and Air Conditioning

GBC Code AR5470
Casa Loma Campus
36 Weeks

Starting: Continuous intake, every 12 weeks
Certification: Certificate

PREREQUISITES: Grade 10 and/or admission test.

ABOUT THE PROGRAM: This program prepares people to enter an apprenticeship program leading to certification (compulsory in Ontario) as a Journeyman Refrigeration and Air Conditioning Mechanic. This is an excellent opportunity for people to enter a challenging trade that pays well. The Ministry of Skills Development will grant to graduate students appropriate time off the apprenticeship period. The graduates are excused some of the in-school training of the apprenticeship program. The courses are presented in blocks of six weeks.

CAREER PROSPECTS:
Installer—The apprentice/graduate carries out installation duties assigned by a supervisor or a mechanic. These include running refrigerant and water lines, siting and connecting up major items of equipment such as evaporators, condensing units and cooling towers. Inter-unit electrical wiring, siting controls and running control line circuitry are tasks which may also be allotted.
Serviceman—The apprentice/graduate may undertake service work under the supervision of a mechanic. Troubleshooting and repairs to a wide range of heating, ventilating, and air conditioning (HVAC) equipment will be carried out, involving both mechanical and electrical problems.
Salesperson—The graduate may work for an HVAC parts and equipment supplier. Duties include estimating and costing, advising customers on parts selection and consulting with manufacturers on a client's behalf. This position often leads to the offer of employment in the installation, maintenance, or service fields.
Maintenance Mechanic—The graduate may assist in the installation, service, and maintenance of the plant and equipment of employers such as a brewery, large factory, or educational institution HVAC equipment.

COURSES	36 WEEKS		
REF534	Electricity	REF537	Refrigeration
MATH560	Mathematics	SBM535	Small Business Management
REF535	Refrigeration	WELD515	Oxy-Acetylene Welding/ Brazing/Cutting
MATH561	Mathematics		
ARDR514	Drafting Blueprint Reading	SBM536	Small Business Management
REF536	Refrigeration	REF538	Refrigeration—Air Conditioning
SBM534	Small Business Management	SBM537	Small Business Management
ARDR515	Drafting Blueprint Reading	REF539	Refrigeration—Air Conditioning

Residential Construction Management

GBC Code AR1210
Casa Loma Campus
2 Years

Starting: September
Certification: Diploma

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 Mathematics.

ABOUT THE PROGRAM: Residential construction is a field that significantly differs from general construction. In close consultation with the Toronto Home Builders' Association, George Brown College has developed a program that is weighted heavily in the technical area with a considerable portion of school time spent in the areas of business organization and management.

CAREER PROSPECTS: Graduates can expect to be hired as assistant job site superintendents, site clerks or assistant inspectors on the construction site with a contractor or builder, or as assistants in the office in designing, drawing, project planning, costing or expediting.

SEMESTER 1	18 WEEKS
ARDR127	Architectural Drafting I
CO118	Building Construction and Codes I
CO119	Materials of Construction I
ELEC001	Language and Communications I
CO121	Timber Design
PRGM100	Computer Studies
MATH140	Mathematics
SBM101	Small Business Management I

SEMESTER 2	18 WEEKS
ARDR137	Architectural Drafting II
CO128	Building Construction and Codes II
CO129	Materials of Construction II
ELEC001	Language and Communications II
MATH138	Business Mathematics
SURV113	Plane Surveying
SBM111	Small Business Management II

SEMESTER 3	18 WEEKS
CO221	Project Management and Scheduling
CO212	Building Construction
SURV103	Quantity Surveying & Estimating
PRGM200	Computer Applications (Financial Management)
ARDR249	Architectural Design & Drafting I
ARDR247	Computer Aided Drafting
CO105	Safety
CO106	First Aid

SEMESTER 4	18 WEEKS
ARDR259	Architectural Design & Drafting II
SURV205	Quantity Surveying & Estimating
CO222	Electrical Services
CO223	Mechanical Services—Plumbing
CO224	Mechanical Services—Heating
BUS201	Marketing and Promotional Management
PRGM210	Computer Applications/ Purchasing and Inventory Control

SATELLITE SERVICING (TELEVISION RECEIVER ONLY)

GBC Code EL5890
St. James Campus
1 Semester (10 weeks)

Starting: Continuously, as numbers warrant
Certification: Certificate

PREREQUISITE: Successful completion of Video Systems and Service (EL 5870) or equivalent.

ABOUT THE PROGRAM: The program provides additional training to Video Systems graduates, or technicians with experience in this or related fields, to enable them to seek alternate employment or vertical progression with employers.

The program presents basic knowledge of Satellite TVRO servicing to meet the demands of this rapidly growing industry.

CAREER PROSPECTS: Vertical progression or opportunities for alternate employment.

SEMESTER 1	10 WEEKS
ELE502	Satellite TVRO Servicing

This combined theory and laboratory course examines the requirements of Satellite TVRO servicing. Topics covered include: the basic building of TVRO and their automatic circuits; the basic knowledge of TVRO components; comparison of "front end" components; principles of measurement of noise parameters; techniques involved in the installation of antennae and positioning circuits; basic trouble-shooting of TVRO systems.

STATIONARY ENGINEERING—4TH CLASS

GBC Code AR5480
Casa Loma Campus
40 Weeks

Starting: September
Certification: Certificate

PREREQUISITE: Admission test.

ABOUT THE PROGRAM: This program provides instruction in all modules required for accreditation toward the 4th class level of stationary engineering. In addition, practical training in boiler operation, together with ancillary equipment, is provided in a modern, well-equipped registered power plant used exclusively for training purposes. Students will receive some training in the programmable monitoring process involving computerized systems. In addition, troubleshooting, using simulated power plant conditions will be possible with computerized equipment.
Successful completion of the program entitles the student to the 4th Class Certificate of Qualification issued by the certifying ministry; however, this is contingent upon full attendance and modular accreditation. Although the terminal objective is 4th class certification, graduates are in an advantageous position to continue with studies at the 3rd class level.

CAREER PROSPECTS: Possession of a Stationary Engineer Certificate of Qualification 4th Class permits the graduate to seek employment as a certified stationary engineer in any registered power plant irrespective of its size. While the 4th class certificate is the lowest of the four levels of qualification, opportunities exist for progression through the higher levels by combining employment and accreditation obtained by passing modular examinations. Fourth class level engineers are also employed in a maintenance capacity in plants not necessarily required (by law) to have engineers in attendance.

COURSES	40 WEEKS
STAT549	Power Plant Laboratory
STAT550	Power Plant Mechanical Maintenance
STAT555	Power Plant Chemistry I
STAT556	Power Plant Boilers and Auxiliaries I
STAT557	Power Plant Heat, Refrigeration, Air Conditioning I
STAT558	Power Plant Instrumentation & Control I
STAT559	Power Plant Lubrication — Internal Combustion Engines
ELT514	Power Plant Electricity
SC552	Power Plant Applied Science
STAT560	Power Plant Chemistry II
STAT561	Power Plant Integrated Computer Control Systems

STATIONARY POWER PLANT ENGINEERING

GBC Code AR1180 **Starting:** September
Casa Loma Campus **Certification:** Diploma
2 Years

PREREQUISITES: Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (age 19 or older). Grade 12 Mathematics.

ABOUT THE PROGRAM: This program prepares the student for a career in the operation and management of the power equipment that serves industry. The occupation is graduated into four levels, 4th class being the lowest.
Provincial legislation governs standards and certification and these are incorporated into the program. Over the two years, the student will be trained in a well-equipped power plant used exclusively for the program and will also spend some time in industry in order to get further exposure to the equipment in functioning plants and to gain qualifying time toward certification. Although the primary objective is to prepare graduates for duties at the 3rd class level, some time will be devoted to subjects at the 2nd class level, to enhance the graduate's prospects for achieving this level as quickly as he/she may desire. Opportunity exists within the industry at the higher levels and graduates will be in an advantageous position to continue with their studies upon completion of the College program.
Students will receive some training in the programmable monitoring process involving computerized systems. In addition, troubleshooting, using simulated power plant conditions, will be possible with computerized equipment.
Examinations will be written at periodic intervals during the semesters and, subject to the accumulation of sufficient qualifying time and the achievement of acceptable standards in all courses in the program, the student will graduate with a 3rd class certificate.

CAREER PROSPECTS: Graduates with a certificate of qualification 3rd class are in a better position to obtain employment than those with the lower 4th class level. Because of the nature of the training provided in this program, graduates are in an advantageous position to move to the 2nd class level by continuing with either extension class or correspondence studies. Positions of higher responsibility are attainable in this occupation with 2nd or 1st class certificate of qualification.

SEMESTER 1	18 WEEKS
STAT112	Power Plant Operation—Phase I
STAT113	Power Plant Maintenance—Phase I
STAT105	Power Plant Instrumentation and Control I
STAT109	Power Plant Chemistry I
STAT106	Power Plant Boilers and Auxiliaries
STAT102	Power Plant Applied Science I
STAT114	Integrated Computer Control Systems I

SEMESTER 2	18 WEEKS
STAT122	Power Plant Operation—Phase II
STAT123	Power Plant Maintenance—Phase II
STAT110	Power Plant Chemistry II
STAT107	Power Plant Lubrication and Internal Combustion Engines
STAT129	Power Plant Electricity
STAT104	Power Plant Heating, Refrigeration and Air Conditioning
STAT124	Integrated Computer Control Systems II

(continued...)

SEMESTER 3	15 WEEKS
STAT210	Power Plant Design and Operation Phase I
STAT211	Power Plant Maintenance Phase III
STAT202	Power Plant Applied Science II
STAT204	Power Plant Heating, Refrigeration and Air Conditioning
EL219	Power Plant Electricity
STAT207	Power Plant Instrumentation and Control II
STAT214	Integrated Computer Control Systems III

SEMESTER 4	19 WEEKS
STAT220	Power Plant Design and Operation—Phase II
STAT201	Power Plant Supervision and Management
STAT205	Power Plant Boilers and Auxiliaries
STAT206	Power Plant Prime Movers
EL231	Power Plant Electricity
ENG210	Power Plant Communications
STAT208	Power Plant In-plant Training
STAT224	Integrated Computer Control Systems IV

VIDEO PRODUCTION AND EDITING

GBC Code EL5900
St. James Campus
1 Semester (10 weeks)

Starting: Continuously, as numbers warrant
Certification: Certificate

PREREQUISITE: Successful completion of Video Systems and Service (EL 5870) or equivalent.

ABOUT THE PROGRAM: The program provides additional training to Video Systems graduates, or technicians with experience in this or related fields, to enable them to seek alternate employment or vertical progression with employers.

The program presents basic technical aspects involved in the field of video production and editing.

CAREER PROSPECTS: Vertical progression or opportunities for alternate employment.

SEMESTER 1	10 WEEKS
ELE503	Video Production and Editing

This combined theory and laboratory course examines the basic technical aspects involved in video production and editing. Topics covered include: the basics of video tape editing equipment parameters; the fundamental knowledge of different editing formats and editing techniques; the basics of production techniques; the ability to produce a short program to demonstrate the fundamentals of video production and editing.

VIDEO SYSTEMS AND SERVICE

GBC Code EL5870
St. James Campus
48 Weeks

Starting: Sept. to May, every 5 weeks
Certification: Certificate

PREREQUISITE: Grade 10 or Academic Upgrading Level 3 (BTSD 111), an admission test in English, mathematics, algebra and science, and an orientation and assessment interview.

ABOUT THE PROGRAM: The program provides training for individuals to become qualified in the principles and maintenance of radio, hi-fi, TV and basic video systems, with the ability to diagnose, locate and repair faults.

CAREER PROSPECTS: The program prepares the graduates for employment and/or further on-the-job training in this diversified field of electronics. Opportunities for employment exist with retailers, wholesalers and manufacturers in the service and/or sales departments.

SEMESTER 1	20 WEEKS
ELCT501	Electrical Fundamentals
ELCT502	DC Circuit Characteristics
ELCT503	AC Circuit Characteristics
ELCT504	Electrical Circuits Laboratory
ELCT505	Digital Fundamentals and Circuits
ELCT506	Digital Circuits Laboratory
ELCT507	Semiconductor Fundamentals and Circuits
ELCT508	Semiconductor Circuits Laboratory
ELCT509	Passive Circuit Analysis (Applied Math)
ENG503	Business Practices and Communications (Part A)

SEMESTER 2	28 WEEKS
ELCT510	Linear Circuit Applications
ELCT511	Linear Circuits Laboratory
ELCT512	AM-FM-Stereo Fundamentals and Circuits
ELCT513	AM-FM-Stereo Radio Circuits Laboratory
ELCT518	Television System Introduction and Laboratory
ELCT542	Video Tape Recorder and Camera Theory
ELCT543	NTSC Transmission and Standards
ELCT544	NTSC Processing Circuits
ELCT545	Video Tape Recorder Laboratory
ELCT519	Active Circuit Analysis (Applied Math)
ENG504	Business Practices and Communications (Part B)

WELDING FITTER

GBC Code EN5510 **Starting:** September
Casa Loma Campus **Certification:** Certificate
36 Weeks

PREREQUISITES: Grade 10 or admission test.

ABOUT THE PROGRAM: This program provides sound practical instruction, together with appropriate theory, in all of the major welding processes currently in use in industry. Graduates will be able to meet recognized industrial standards of competence in the use of the shielded metal arc (SMAW), gas metal arc (GMAW) flux-cored arc (FCAW), gas tungsten arc (GTAW) and oxy-acetylene welding and cutting processes. Graduates will be eligible to take a practical all-position SMAW test to qualify for MCCR certification for pressure welding. Graduates will also have a sound knowledge of the fundamentals of fabrication procedures and the interpretation of shop drawings.

CAREER PROSPECTS: The steel fabricating industry is extremely diversified, producing a wide range of products. Consumer goods, automobiles, structural steel components for buildings and bridges, pressure vessels, and industrial and transmission piping installations are all examples of products requiring skilled welders. A graduate from the Welding Fitter program possesses skills to enter any of these interesting fields, and advance towards positions of responsibility in the welding field.

SEMESTER 1 — 18 WEEKS	SEMESTER 2 — 18 WEEKS
Welding Theory	Welding Theory
Oxy-Acetylene Welding/ Brazing/Cutting	Oxy-Acetylene Welding/ Brazing/Cutting
Shielded Metal Arc Welding Fabrication	Shielded Metal Arc Welding Fabrication
Drawing Layout and Calculation	Gas Tungsten Arc Welding
Industrial Communications	Gas Metal Arc Welding
	Drawing Layout and Calculation

Students who wish to register for individual courses should consult the Mechanical Engineering Department at 944-4348.

WOMEN INTO TRADES AND TECHNOLOGY

GBC Code AR5650 **Starting:** September and January
Casa Loma Campus **Certification:** Training Profile Issued
18 Weeks

PREREQUISITE: Admission test prior to interview.

ABOUT THE PROGRAM: This program in trades and technology provides women who have not previously worked with hand and power tools the opportunity to develop skills in a variety of trade and technical areas. A practical hands-on method of learning is emphasized and students are encouraged to learn a logical approach to mechanical and electrical problem-solving, which is essential in most trade areas.

Students are also exposed to academic/technical subjects including Basic Blueprint Reading, Technical English and Mathematics. This combination of shop and academic instruction gives students the "catch up" skills and self-confidence needed to continue in a non-traditional career path.

To assist students in confirming/selecting their career goals, educational and industrial tours covering a wide range of technology and trades are conducted during the program.

CAREER PROSPECTS: Graduates have gone on to train in such programs as: CAD/CAM, numerical control, machine shop, aircraft maintenance technician, electrical engineering, refrigeration and air conditioning and major appliance servicing, electronics, drafting, truck driving, heavy equipment operator, offset printing, cabinet making, welding, masonry and power engineering.

COURSES	18 WEEKS
TTP501	Academic/Technical
TTP502	Trades/Technical

APPRENTICESHIP PROGRAMS

What is apprenticeship?

It is an agreement between a person like you who wants to learn a skill, and an employer who needs a skilled worker. Both the person who is learning and the employer who is training benefit from an apprenticeship. The apprentice becomes a fully qualified journeyperson, with skills that can provide him or her with a rewarding career. The employer gains a skilled worker who can help the company succeed.

How long does an apprenticeship last?

Apprentices learn their skills through on-the-job practice. They spend two to five years learning their trade. About 90 per cent of the time is spent in the workplace. The rest is usually spent at a community college. While apprentices are learning, they are earning, too. Their employers pay them while they are training.

What are the entrance requirements?

In most trades, the minimum educational requirement is Grade 10. Employers and unions may insist, however, that applicants have a higher educational level as well as credits in specific subjects. Apprentices must be at least 16 years old.

How do I register?

Apprentices are registered by the regional offices of the Ministry of Skills Development. You cannot register for an apprenticeship at George Brown College. Either you or the future employer can call the regional office and ask one of the consultants to visit your workplace. The consultant will make sure that you both understand what apprenticeship is all about.

For more information on apprenticeship programs visit or write to the Apprenticeship and Client Services Branch of the Ontario Ministry of Skills Development at 625 Church St., 1st Floor, Toronto, Ont. M4Y 2E8, or call (416) 326-5800. Or you can call your local apprenticeship field office:

Toronto Central: 326-5800
Toronto East: 750-3531
Toronto West: 897-1551
Scarborough: 750-3531
Mississauga: 897-1551
Oshawa: 576-0171

The following apprenticeship programs are offered at George Brown College, but you must register for these programs with the Ministry of Skills Development. See the previous page for details.

PROGRAM TITLE

Baker 2 – Basic and Advanced
Baker – Branch 3 (Patissier)
Barber Advanced
Brick and Stone Mason
Carpenter – General
Cook II – Basic and Advanced
Electrical (Construction and Maintenance)
Fitter – Structural Steel/Platework
Glazier and Metal Mechanic
Hairdresser Advanced
Hairdresser/Barber (Common Core)
Industrial Electronic Controls
Industrial Mechanic (Millwright)
Ironworker
Machinist/Machine Trades
Millwright
Mobile Crane Operator/Hoisting Engineer
Plumber
Radio and TV Servicing
Refrigeration and Air Conditioning Mechanic
Reinforcing Steel Worker
Retail Meat Cutter
Sheet Metal Worker
Sprinkler and Fire Protection Installer
Steamfitter
Tool and Die Making
Mouldmaker – Day Release

C A M P U S E S

Casa Loma (CL)

George Brown's largest campus is made up of a cluster of six buildings occupying more than a city block near the intersection of Davenport Road and Spadina Road. The main campus building is at 160 Kendal Ave.

Casa Loma Campus is named after the Toronto landmark mansion located across the street. Casa Loma Campus is a three-minute walk from the Dupont subway station on the University line, or a five-minute bus ride from the Spadina subway station on the Bloor Street line. It is also a short walk from buses that run on Bathurst Street.

Kensington (K)

Kensington Campus, at 21 Nassau St., is a cluster of three buildings located just off Spadina Avenue south of College Street.

The campus is located in the heart of one of Toronto's most interesting areas – the Kensington Market, one of the last open street markets in Canada.

Kensington Campus is a five-minute walk to College Street, where streetcars run to and from Yonge and University subway stops. A bus that runs from the Spadina subway station on the Bloor Street line stops at the corner of Nassau Street near the Campus.

Nightingale (N)

This campus, at 2 Murray Street, is just west of University Avenue between Dundas and College Streets.

The campus is located in the heart of Toronto's medical community with tunnel links to the Hospital for Sick Children, Toronto General Hospital and Mount Sinai Hospital.

Nightingale is a five-minute walk from either the St. Patrick or Queen's Park stations on the University subway line and a short walk from the College Street streetcar as well.

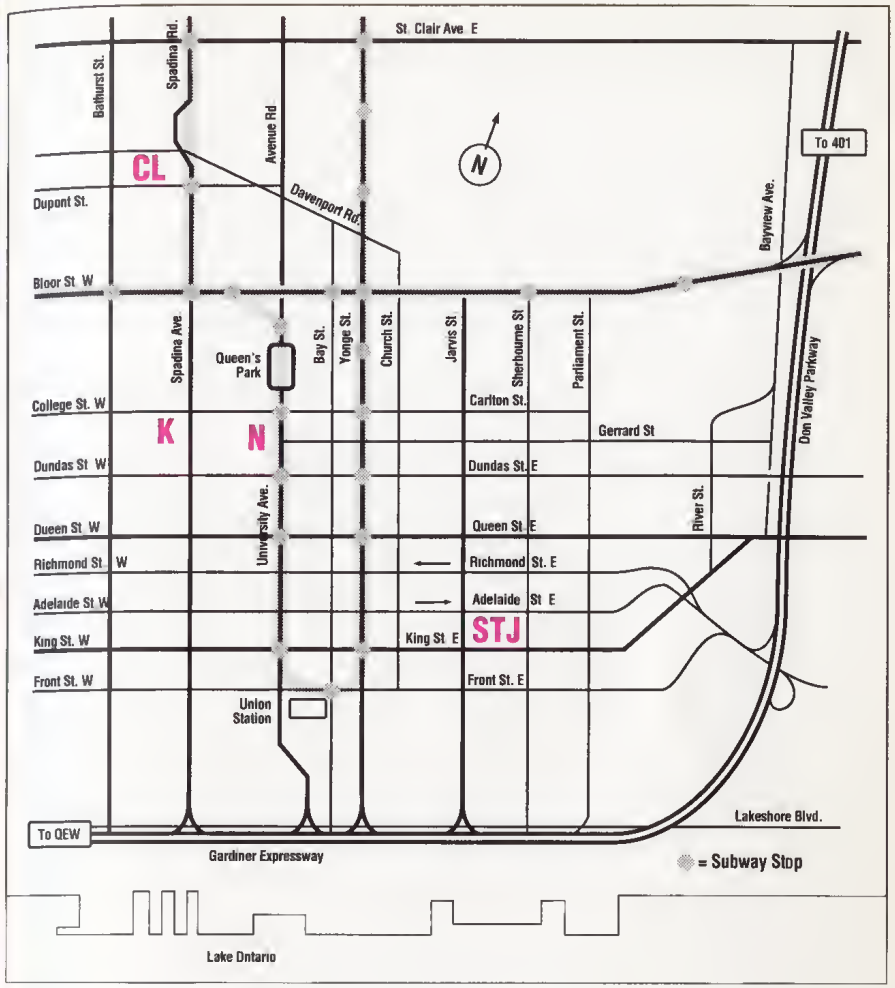
St. James (STJ)

George Brown's campus with the largest student population is a cluster of five buildings – most near the intersection of King Street East and Jarvis Street, just east of Toronto's downtown business district. The main campus building is at 200 King St. E.

The School of Hospitality is located in its own building on campus at 300 Adelaide St. E., and the theatre building is at 530 King St. E.

The main building is a historical downtown landmark built in 1874. It has been completely renovated for College use – leaving just the facade for architectural continuity in the old Town of York neighbourhood. The campus is named for the nearby St. James Cathedral.

St. James is a five-minute walk from the King subway station. The King Street streetcar stops just a short walk from the front doors.



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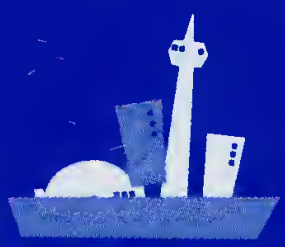
FULL-TIME PROGRAMS

1992 - 93



GEORGE BROWN

THE CITY COLLEGE